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ABSTRACT

This report provides a summary of an adult education conference in Kentucky. It contains practical information to future planning groups and to persons who may not have experience in planning large conferences. The report is organized in four sections. The introduction includes the early planning process of the conference and the conference goals. The method section describes the composition of the planning press, budget, organization of the committee structure, problems, and other items of significance. The results section examines data from the workshops, concurrent sessions, and overall conference evaluations. The discussion and recommendations section outlines major findings of the conference and makes recommendations for future conferences. An appendix to the report includes budget information as well as samples of some of the documents used throughout the planning process. More than 1,000 people attended the conference, which featured more than 75 concurrent sessions as well as keynote speakers. Almost all participants rated the conference very positively. (KC)

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Taking the Lead in Lifelong Learning

Final Report

The Kentucky Department for Adult Education and Literacy

and

The Kentucky Association for Adult and Continuing Education

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September 27-29, 1995
Hyatt Regency and Radisson Hotels
Lexington, Kentucky

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Kentucky's Adult Education Conference, 1995

Final Report

Prepared by

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December 15, 1995

Preface

This report is intended to provide a summary of the 1995 fall adult education conference. The report will furnish practical information to future planning groups and to individuals who may not have experience in planning large conferences. The report will also serve as an accountability measure for the Department for Adult Education and Literacy management team. Finally, the report is addressed to all conference committee members, planners, and any other interested individuals who may want a summary of activities.

The report begins with an *Introduction* that includes the early planning process of the conference and the conference goals. The *Method* describes the composition of the planning process, budget, organization of the committee structure, problems, and other items of significance. The *Results* examines data from the workshops, concurrent sessions, and overall conference evaluations. The report's *Discussion* and *Recommendations* outlines major findings of the conference, and makes recommendations for future conferences. The final element of the report is the *Appendices* and includes budget and expenditure information as well as samples of some of the documents used throughout the planning process.

SANDRA KESTNER, Ed.D.
Department for Adult Education and Literacy

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Acknowledgments

The conference co-chairs wish to acknowledge those persons who made contributions and offered support during the planning and coordination of the 1995 fall adult education conference.

A grateful acknowledgment to the members of the conference steering committee for their hard work and dedication during the 18-month planning process. Those members included:

Kaye Beall	Ruthann Phillips
Janice Crane	Marti Posey
Art Dietz	Wanda Propes
Bettie Esters	Major John Roth
Brenda Fitzpatrick	Reecie Stagnolia
Carolyn Isley	Terry Tackett
Mabeth Kirkpatrick	Sandy Walters
Pat Moore	Connie Witt

Wanda Propes deserves a big thank-you for her continuous hard work throughout the summer preparing the registration brochure, program booklet, presenter contracts, and confirmation letters; never complaining, despite the constant changes requested by her supervisor. Another thanks goes to the DAEL support staff for all their extra work entering registration information into the database.

A special thanks to Teresa Suter, Commissioner of the Department for Adult Education and Literacy, who authorized this conference and provided financial support, sound advice, and encouragement throughout. Shauna King-Simms, Deputy Commissioner, deserves praise for keeping everyone on task and ensuring the work was done in a timely fashion.

Finally, a conference of this size would not have been possible without the joint efforts of many people: host committee members, conference committee members, volunteer workers, session facilitators, presenters, speakers, hotel staff, and all the conference attendees. Thanks to everyone who helped.

S.S.K.
E.C.S.

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Introduction

Adult education and literacy has emerged as a national issue and Congress is making key decisions that will affect our field in the future. As adult educators, we must continue strengthening our system with new ways of achieving and measuring the progress of adult learners. Never before has there been greater emphasis on the need for ongoing professional development. Inservice trainings are a crucial component of education reform.

In 1993, motivated by a common goal, the Department for Adult Education and Literacy and the Kentucky Association for Adult and Continuing Education launched an effort to plan the first joint statewide adult education conference. We focused on the results we wanted to achieve and six goals emerged:

- To present innovative ideas and strategies to adult educators and learners
- To improve the knowledge and skills of adult educators and their students
- To encourage the use of promising practices and new ideas
- To recognize excellence in and highlight initiatives of adult education throughout Kentucky
- To increase the visibility of KAACE and adult education in Kentucky
- To offer adult educators and learners the opportunity for sharing . . . and fun!

The purpose of this report is to provide a summary of the 1995 fall adult education conference and examine the outcomes to determine if the conference successfully accomplished its goals. The report will inform the Department management team of the findings and be used for future conference planning committees.

Table 1 represents registration information. No demographic data was available on the participants so the findings and recommendations of this report will be based on data collected from 1,044 participants.

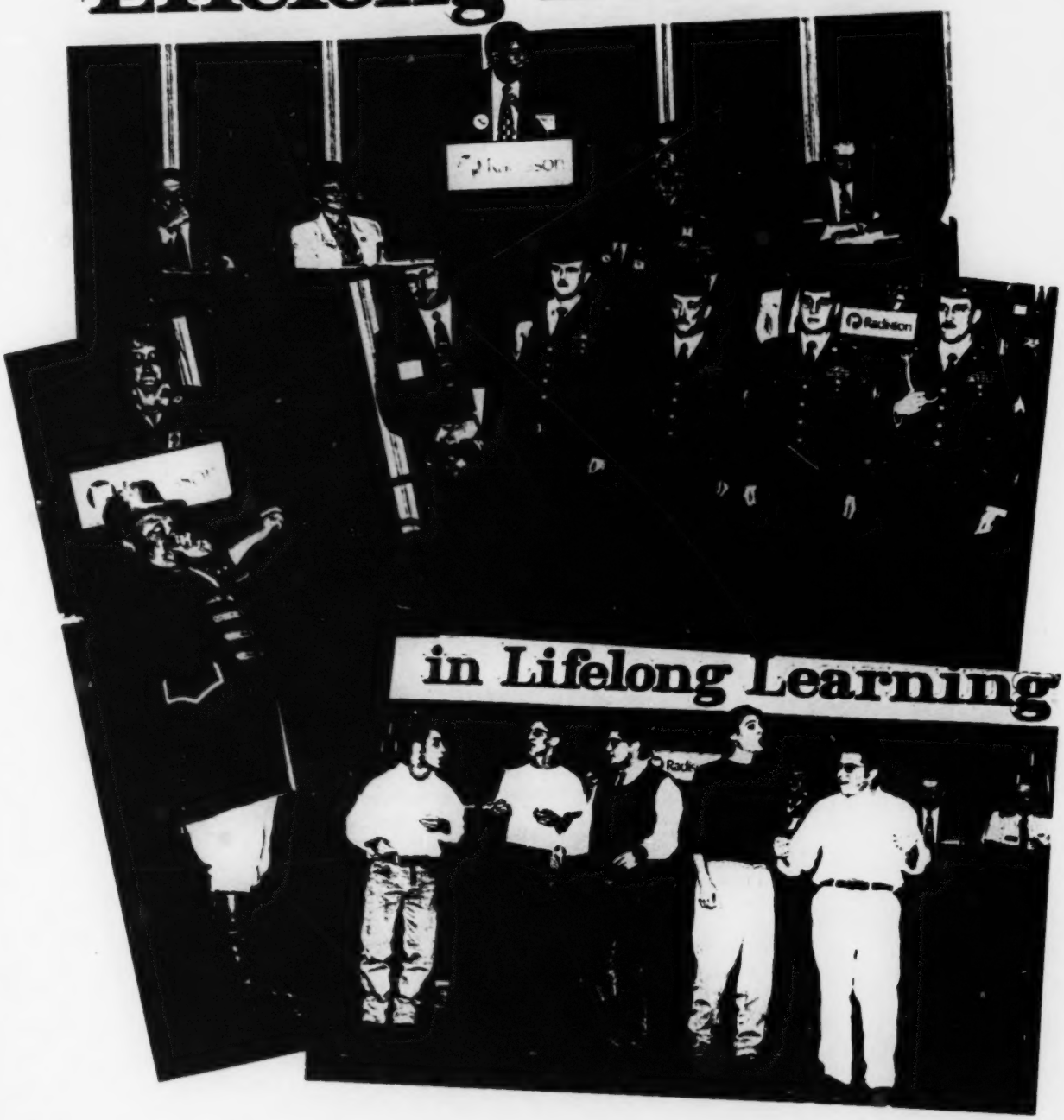
Table 1
Conference Registration Information

Registration	Number	Percent
Preregistration (*70 people or 5% non-DAEL registrations)	1014	97%
Onsite registration	30	3%
No shows	56	5%
Preconference registrations	241	23%

N = 1044

*Non-DAEL participants: Even Start, 50%; Boards of Education, 20%; Federal Corrections,11%; Business & Industry, 7%; Other, 11%.

Taking the Lead in Lifelong Learning



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Method

There were two conference chairpersons (co-chairs), one representing DAEL and one representing KAACE. The co-chairs established the organizational structure of the conference (see Appendix A) and decided on a steering committee consisting of representatives from DAEL and KAACE. Once the steering committee was in place, an overall conference action plan and time schedule was developed.

Overall Action Plan and Time Schedule

Before Conference:	
3 years	1. Establish site selection committee
24 months	2. Ratify site and conference dates
	3. Appoint conference chairperson(s)
22 months	4. Appoint steering committee and fiscal officer(s)
20 months	5. Conduct initial steering committee meeting
	6. Select theme for conference
	7. Establish conference goals and objectives
19 months	8. Conduct second steering committee meeting
18 months	9. Schedule steering committee meetings to plan for promotional activities
13 months	10. Complete *date saver* card
	11. Complete *call for presenters*
12 months	12. Present first progress report to DAEL management team
11 months	13. Mail date saver cards
10 months	14. Mail out call for presenters
9 months	15. Mail out first conference promotional flyer
	16. Design preconference registration brochure
	17. Mail award nomination forms
6 months	18. Mail out preconference registration form
3 months	19. Complete conference program booklet
2 months	20. Complete conference staff schedule
1 month	21. Review conference staff schedules
1 week	22. Conduct all-conference planning check and meet with hotel staff
Day before:	23. Train conference staff
First Day/7 a.m.	24. Conference staff report to work
After Conference:	
1 month	25. Complete conference evaluation report
2 months	26. Close fiscal books
3 months	27. Complete and distribute final conference report

Throughout the conference planning, an agenda and minutes were recorded at each meeting in order to keep accurate documentation for decision making and action that needed to be taken. In addition, the conference chair kept a conference notebook.

The organizational chart (see Appendix A) reflects lines of authority, reporting relationships, and levels of responsibility.

It was important that committee chairs be dependable, skillful, reliable, honest, and have access to the support services needed. The steering committee members quickly identified their subcommittee personnel and began meeting with them. Steering committee members had to exhibit leadership with their subcommittees by proceeding as one in the spirit of dedication to the achievement of the conference goals.

Early conference planning included selecting a theme that reflected our conference goals. With Lexington as the backdrop, a horse theme seemed appropriate. Since the committee believed Kentucky was *taking the lead* in adult education throughout the country, we decided on the specific theme, *Taking the Lead in Lifelong Learning*. Purple and yellow were selected as the conference colors (jockey silks), and we all agreed that any items printed for the conference and all decorations were to be in those colors.

The following committees formed the main structure of the planning system:

Program Coordination Committee:
- Plans concurrent and workshop sessions
- Plans preconference workshops
- Selects general sessions and keynote speakers
- Contributes a majority of the information for conference program booklet

The program coordinator must be a leader, have staff development or conference experience, understand the conference goals, be organized, and be compatible with other members of steering committee as well as subcommittee members.

Operations and Arrangements Committee:
- Handles hotel relations (official contact with hotel staff)
- Arranges for meal functions
- Plans special events and conference social events
- Arranges transportation
- Establishes formal registration procedures
- Coordinates exhibitors and audiovisual

The coordinator must have excellent interpersonal, political, and diplomatic skills.

Promotion, Publicity, and Information Committee:
- Compiles mailing lists
- Coordinates, promotion, publicity, and conference information
- Prepares preconference brochures for membership registration
- Arranges media relations and press releases, conference daily newsletters
- Prepares program book
- Coordinates awards

The coordinators of the promotion committee are crucial to the success of the conference. They can substantially increase conference attendance, improve the image of the conference sponsors, and increase the visibility of the conference. The coordinators should possess professional public relations and marketing skills.

Evaluation Committee:

- Collects strengths and weaknesses of conference
- Helps establish conference goals
- Designs the evaluation instruments
- Conducts postconference evaluation meeting
- Arranges facilitators and facilitator packets
- Helps with final evaluation report

Have some experience with program evaluation.

Budget Committee:

- Establishes conference budget
- Aproves purchase requisitions/purchase orders
- Helps with invoicing

The chairpersons of this committee include the treasurer of KAACE and the branch supervisor from DAEL Budget and Planning Branch. Two conference budgets should be prepared: one for revenues and one for expenditures. The projected revenue budget is based on previous attendance and anticipated registration figures.

Conference Chairperson(s):

- Selects and appoints steering committee members
- Monitors steering committee
- Responsible for overall conference planning, implementation, and evaluation
- Writes final conference report
- Sends thank you letters to presenters and speakers
- Sends certificates of appreciation to conference planners and committee members
- Serves as motivator, initiator, and innovator to encourage committee members accepting a sense of ownership

Needs to be well organized, paying close attention to detail, and possess leadership skills. Communication must be open, free flowing, and smooth.

DETAILED BUDGET

The following budget represents recommended expenditures for each of the above committees.

Expenditures*	
Program Coordination Committee	13%
Operations and Arrangements	36%
Publicity and Promotions	41%
Evaluation	1%
Steering Committee	2%
Miscellaneous Expenses	7%

Revenues*	
Conference Registration	67%
Exhibits	11%
Federal 353 Funds	10%
Sponsors	12%

*These % are recommended expenditures and represent records from national conferences (Cope, 1984; Maloney, 1985; Robinson, 1985).

Results

Overall Conference Evaluations

The findings from the analysis of the conference data were taken from the session evaluations and the overall conference evaluations. There were **441** valid conference evaluations completed. The highest rating was five. The results are as follows:

Conference Content

• **Keynote speakers were effective**	**4.55**
• **Printed program was understandable**	**4.46**
• **Registration process was organized and efficient**	**4.45**
• Conference included a well-rounded variety of workshops	4.33
• Conference presented ideas and strategies I can use	4.18
• Conference met my expectations	4.17
• There was ample opportunity for informal sharing of ideas and concerns	4.00
• Exhibits were interesting and useful	3.92

(Items in bold represent the highest means)

Hotel Facilities

• Guest rooms	4.20
• Meeting rooms	4.01
• Dining facilities, food, and service	3.98
• Hotel registration procedures	3.52

N = 441

Concurrent Session & Workshop Evaluations

There were **101** concurrent sessions, workshops, and preconference workshops that conference participants evaluated. The data is presented in several ways: 1) by title of session (highest mean), 2) by highest number attending (or most popular), and 3) by leader.

Sessions by Title Highest Rating

• Storyboarding	Jerry McNellis	5.00
• Facilitating Parent Groups	Connie Brown	5.00
• Adult ESL Group and Pair Instruction	Heather McKay	5.00
• High Performance State	Kris Kimmel	5.00
• Parenting Curriculum in Family Literacy Programs	Jan Evers	5.00
• Art and Magic of Effective Presentations	Rob Abernathy	4.98
• Art and Magic of Effective Presentations	Rob Abernathy	4.96
• Cooperative Learning and Teaching	Sue McCulloch	4.94
• Facilitation Skills Part I	Ann Delehant	4.93
• Preparing the Adult Learner for 21st Century	Willard Daggett	4.93
• Facilitation Skills Part I	Ann Delehant	4.89

• Open Forum for the Adult Learner		4.89
• Strategies for Effective Home Visits	Connie Brown	4.88
• Accessibility for the Deaf and Hard of Hearing	Bobbie Scoggins	4.88
• Nurturing Family and Self	Gayle Holton	4.88
• Assessing Vocational Rehabilitation Services	Donald Hiatt	4.88
• Writing Matters for Adult Learners	Anne Greenwell	4.87
• ESL in the Adult Multilevel Classroom	Heather McKay	4.86
• Gardner's Multiple Intelligences	Meta Potts	4.84
• Kentucky Interaction Theatre Group		4.84

Sessions by Highest Number Attending
(Determined by number of evaluations completed)

• Kentucky Interaction Theatre Group	106	4.84
• Art and Magic of Effective Presentations	101*	4.97
• A Moveable Feast and Activities to Go	92	4.70
• DAEL Funding Formula	73*	4.20
• Preparing the Adult Learner for the 21st Century	56	4.93
• Writing Matters	54	4.87
• The Student Centered Learning Center	52	4.67
• GED 2000 GED Testing	50	4.26
• Facilitating Change in the Adult Learner	47	4.64
• Active Learning for Adults	46	4.72

Some sessions and workshops were limited in numbers due to size of the room to which they were assigned. Also, the figures above marked with an asterisk (*) represent two sessions.

Session Evaluations by Leader

Jan Evers	5.00
Kris Kimmel	5.00
Rob Abernathy	4.97
Sue McCulloch	4.97
Heather McKay	4.93
Student Forum	4.89
Willard Daggett	4.88
Bobbie Scoggins	4.88
Gayle Holton	4.88
Donald Hiatt	4.88
Anne Greenwell	4.87
Interaction Theatre	4.84
Jerry McNellis	4.84
Gina Penn	4.83

Table 2
Session Expenditures by Rating

Session Rating	Expenditure	Percent
5.00 - 4.80	$ 9,046.59	41%
4.79 - 4.57	$ 5,240.07	24%
4.56 - 4.25	$ 4,077.00	18%
4.24 - 2.75	$ 3,747.87	17%
TOTAL	$22,111.53	100%

*Highest rating 5.0
Total presenters 135

Table 2 represents the rating of the conference sessions and the expenditures for presenter stipends and expenses. There were a total of 101 sessions. The number was divided by four to determine where to divide the ratings. It is interesting to note that 60% of the funds were spent on sessions rated 4.5 and above.

There were 21 out-of-state presenters representing 15% of the total speakers. The percentage of out-of-state presenters in each of the session ratings listed in Table 2 were not significant enough to list. Out-of-state presenters were found in all ratings.

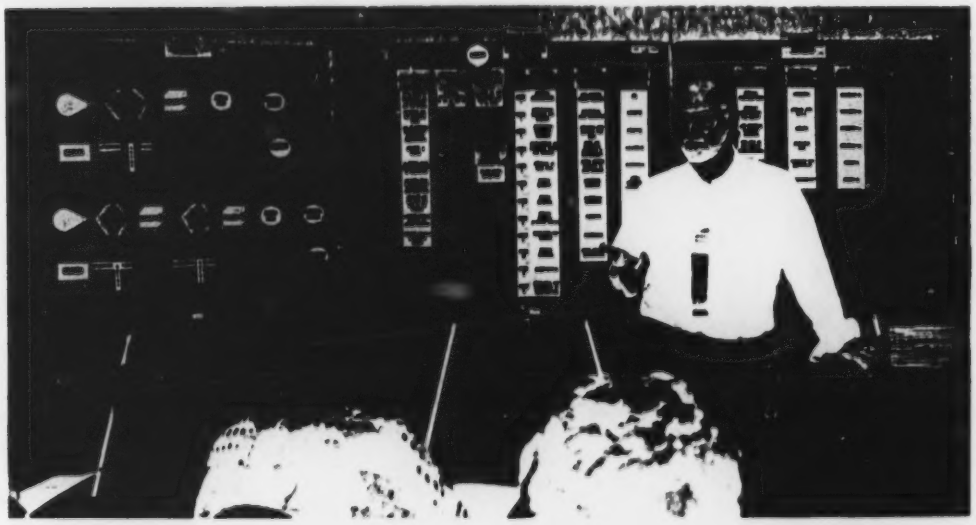

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Table 3
Conference Registration Fee

Expenditures	Budgeted	Actual
Reception	5.00	6.00
Thursday's Continental Breakfast	7.00	8.50
Awards Luncheon	13.00	15.00
Friday's Continental Breakfast	7.00	8.50
Closing Session (popcorn/drinks)	0	2.00
TOTAL MEALS	32.00	40.00
Gratuity @17%	5.44	6.80
Favors/Speakers/Miscellaneous	12.50	16.00
GRAND TOTAL	*$50.00	*$65.00

*Rounded to the nearest $10.

The conference registration fee was determined by projecting the estimated costs of conference expenditures. Table 3 shows the estimated and actual costs of the conference.

Discussion

The literature suggests that "single, one-shot staff development experiences are not as effective as long-term, multiple-session approaches" (Pelavin, 1991). However, there are good reasons to have a statewide conference, such as: to inform participants of new trends and practices in adult education, to create new learning opportunities for practitioners, and to have the opportunity to network and share ideas. This conference disseminated a wide variety of information to a large number of persons at the same time. Follow-up activities to build on this new knowledge-base will be provided through regional and site-based trainings, teleconferences, focus groups, and regional meetings.

A post-conference meeting was held directly *after* the closing of the conference. The purpose of this meeting was to talk about the conference and decide what worked and what didn't work so well. The following list represents the discussion from the meeting.

What went well:

- Quality and variety of sessions--content, personal skill building.
- Conference daily newsletter.
- Purple shirts for easy identification of workers. Extra shirts for helpers.
- Keynote speakers.
- Organization of the conference.
- Walkie-talkies were great! A lifesaver--very helpful.
- Upbeat energy--like a national conference, friendly, happy atmosphere.
- Movie/popcorn was fun.
- Equipment folks were great--good idea to contract with them directly.
- KAACE reception and silent auction was great!
- Program booklet layout and professional looking workshop signs.
- Registration and conference check-in was very smooth.
- Evaluation forms that pull apart.
- Ending early on Friday--gave people time to shop.
- Luncheon on Thursday rather than Friday closing session.
- Having copy machine in conference headquarters/workroom.
- Singers at opening session!
- Breaks, good food.
- Plastic bags, buttons, plastic cups given at various times throughout conference.
- Having only one major meal.
- Having 25 concurrent sessions at one time.
- Hyatt very nice about parking. Shops nearby kept people close.
- Computer lab for use (did newsletter there) as well as for instruction.

What did NOT go well:

- More time for keynote speakers.
- More time between sessions.
- Better communication to presenters about who "we" are (adult educators)!

- Session descriptions from program given to presenters ahead of time.
- Earlier presenter confirmation (before program printed).
- Not enough sessions on Friday. Too many stayed.
- Confusion over longer (6-hour) sessions.
- Save 6-hour sessions for preconference only.
- Exhibitor security not prearranged.
- Closing video too long and not good quality.
- Too many door prizes given at closing session.
- Environment of the candidates forum (very noisy--no one listening).
- Presenter with special accommodation needs not arranged ahead of time.
- Rooms not opened early enough in morning so presenters could get in.
- Explain breaks better in program booklet and conference newsletter.
- Need ushers at opening sessions.
- Not enough seating at opening session.
- Need larger facility and larger rooms.
- Some confusion about preconference--more details about what it is.
- Not all DAEL staff needed at registration tables.
- Remember if we cancel tours to let people know!
- Message board in a better location.
- Breakfasts in BOTH hotels and on several floors.
- DAEL communication with own staff.
- Facilitators need to be better trained--explain to new facilitators.

CONCLUSIONS:

Overwhelmingly, attendees concluded that the conference was **EXCELLENT**! It was well-planned, very organized, and had the flavor of a national conference. In reviewing the comments from the conference evaluations, many attendees would have liked the program booklet, or at least the session titles, mailed to them with their confirmation letter in order to plan ahead. Almost everyone thought the keynote speakers were great, the hotels were not very accommodating, and utilizing two hotels to be inconvenient. Most wanted more time to see the exhibits and would have preferred the exhibitors located in a more accessible area. Nearly everyone complained about the session rooms being too small and too hot!

Conclusions drawn by the conference steering committee, based on the findings of this report were:

- Initial confusion on overlap of responsibilities with committees and subcommittees.
- Coordination between committees a problem at times.
- Biggest jobs: preregistration, program booklet, confirmation letters.
- Some confusion with registration form--especially the charge for meals.
- Steering committee hard to get together.
- When registrations increased, we did not adequately increase the amount of food at breaks and breakfasts.

Six conference goals were established at the beginning of the planning process. The goals were reached in the following ways: (Comments in *italics* were made by participants.)

1. **To present innovative ideas and strategies to adult educators and learners.**
   - Over 101 concurrent sessions and workshops were provided.
   - Special track for student learners.
   - Other special tracks were for administrators, staff development and training, workplace, family literacy, volunteer coordinators, and instructors.
   - "*I was so happy to be in a group. We **Adult Learners for a New Kentucky** ask you to get more involved with us.*"
   - "*Very informative--I got a lot of helpful information.*"

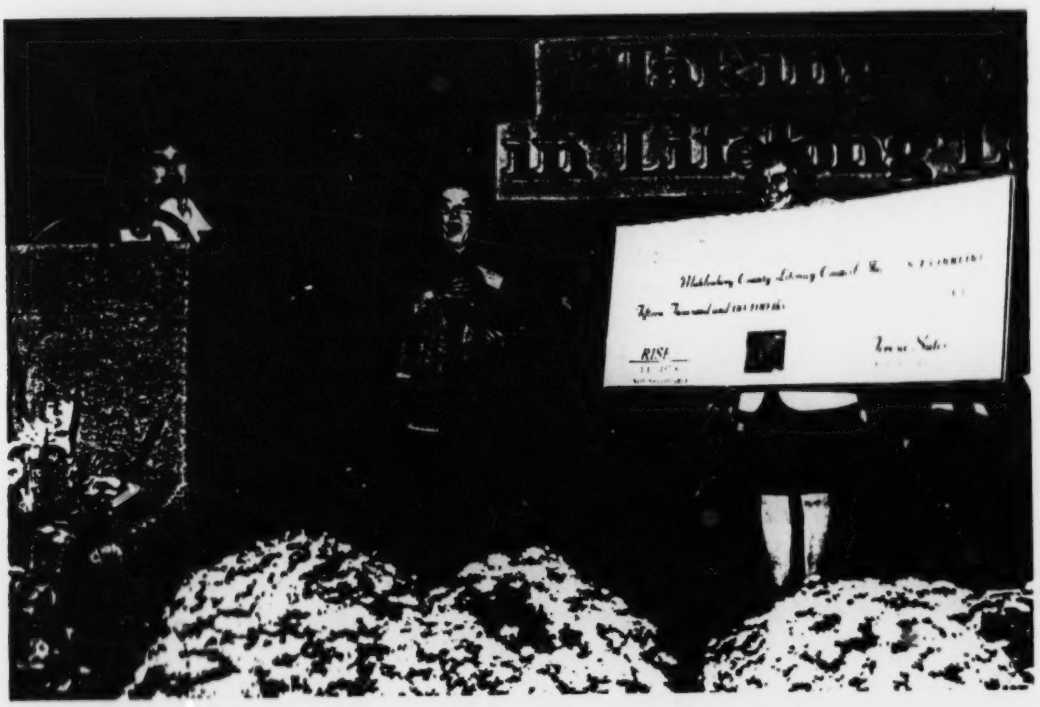
2. **To improve the knowledge and skills of adult educators and their students.**
   - Participants were encouraged to complete workshop, concurrent session, and overall conference evaluations. However, only 45% of those attending completed an evaluation. No post-conference survey was done to determine the use of new knowledge and skills.
   - "*Learned many useful things and look forward to sharing with our adult learners. Motivated to inspire others.*"
   - "*Would prefer staff development funds be used for vouchers to take college classes or technical classes to upgrade our skills.*"

3. **To encourage the use of promising practices and new ideas.**
   - Keynote speakers highlighted promising practices and national issues in adult education.
   - No post-conference survey was done to measure this goal.
   - "*The sessions I attended were very informative and I will use the new information with my students.*"

4. **To recognize excellence in and highlight initiatives of adult education throughout Kentucky.**
   - Sessions on Kentucky's performance measurement system were provided.
   - Focus group sessions on funding formula and credentials were conducted.
   - Awards luncheon where eight individuals were recognized for outstanding achievement in adult education.
   - Our first RISE award, which included a monetary gift, was given to the outstanding program in the state.

5. **To increase the visibility of KAACE and adult education in Kentucky.**
   - KAACE membership increased 54% from 500 to 778.
   - Over 2,000 registrations mailed or given out.
   - KAACE reception during conference.
   - All our adult education "partners" were invited to the conference.

6. **To offer adult educators the opportunity for sharing . . . and fun!**
   - The overall climate of the conference encouraged collegiality and collaboration.
   - The KAACE reception and KAACE hospitality room allowed conference attendees the chance to share and have fun.
   - The focus groups held during the conference allowed time for sharing.
   - *"Agenda too packed--needed more time between sessions."*
   - *"Conference didn't allow us to rub elbows with the Frankfort people--would have like to have had time to talk with them."*
   - *"Good balance of work and play."*



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Recommendations

Through careful observation, by reviewing the evaluation forms, and from general discussion, the conference steering committee is presenting the following recommendations for future conference leaders.

- Define more clearly the committee responsibilities and coordination of those committees.
- Have an approved budget for each committee before planning begins.
- Send a confirmation letter to facilitators before the conference.
- Earlier timelines for committee activities.
- Document all hotel interactions and communications.
- Have hotel put everything in writing that is not in contract.
- Review the hotel contract more carefully.
- Send presenters confirmation letters **before** program booklet is printed.
- Have a conference session matrix in program booklet.
- All steering committee members should live fairly close to conference site.
- Have someone from awards committee serve on awards luncheon committee.
- Limit sessions to no longer than three hours. Preconference can be six hours and should start the afternoon on the day before the conference begins.
- Have one chairperson responsible to oversee the coordination of *all* general sessions (their committee would then have one person in charge of each general session).
- If there are *two* conference chairpersons, their roles should be more clearly defined so the amount of work is equally shared.
- Use more conference sponsors.
- Each time a committee has a meeting, summary notes should be sent to conference chair. If subcommittees meet, summary notes should be sent to committee chair. Committee chairs should keep conference/committee notebook for all records.
- More clearly defined ADA statements on all registration forms, etc.
- More carefully planned, dynamic closing session with highly motivational speaker.
- More sessions for teaching basic skills, math, reading, writing, etc., and repeat more sessions.
- Give fewer but better door prizes (i.e., computer, weekend holiday, etc.).
- Develop a conference organizational chart for each committee with names, duties, and timeliness for each subcommittee.
- Do not serve fruit for continental breakfast. Not worth the extra cost.

Overall, the conference steering committee learned that an effective team effort is necessary in conducting a successful conference of this size. The chairperson(s) need to be well organized and possess leadership skills, but the quality of a large conference depends upon how well ***all*** conference workers carry out their responsibilities and work as a team..

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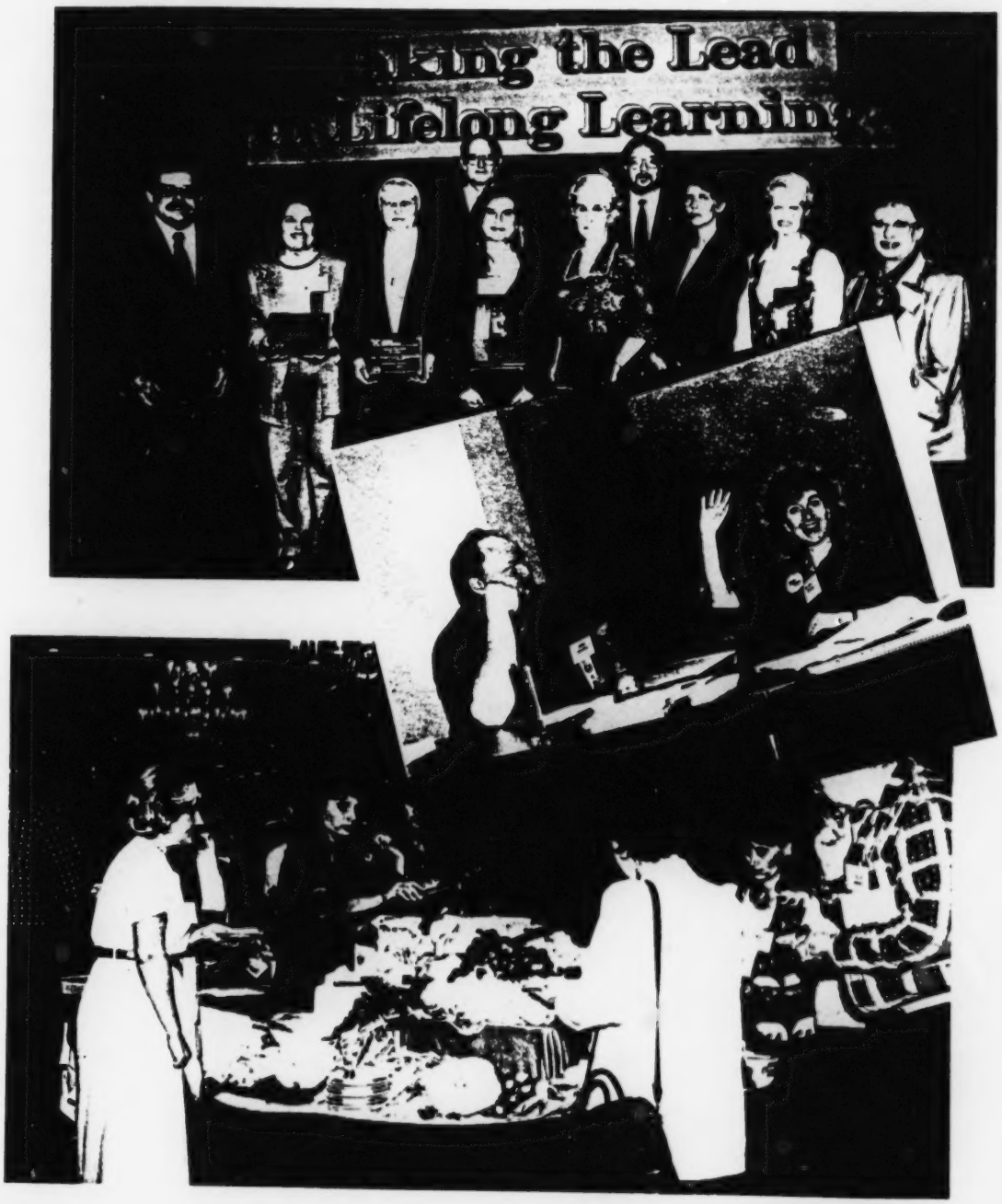
Pictures



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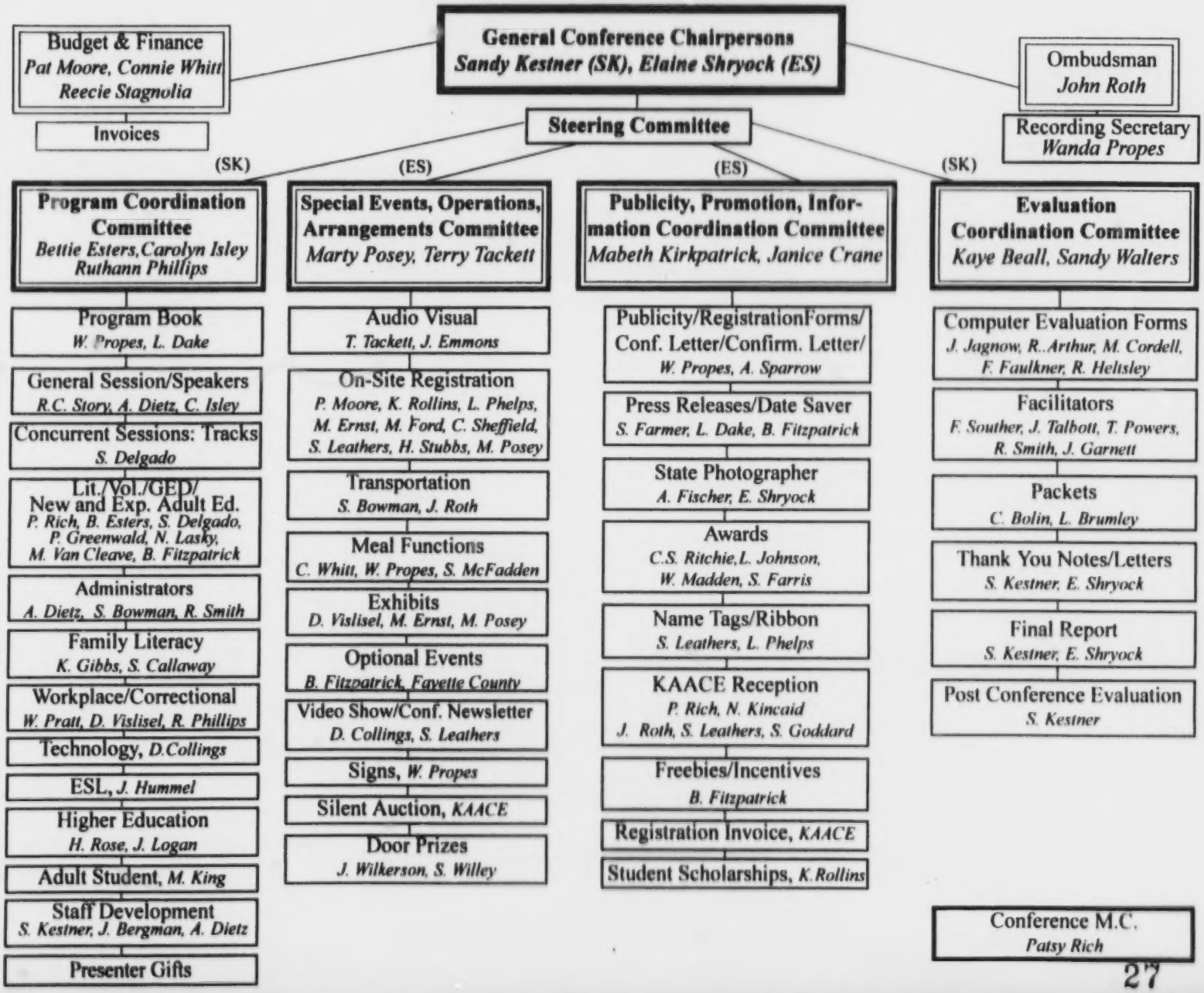
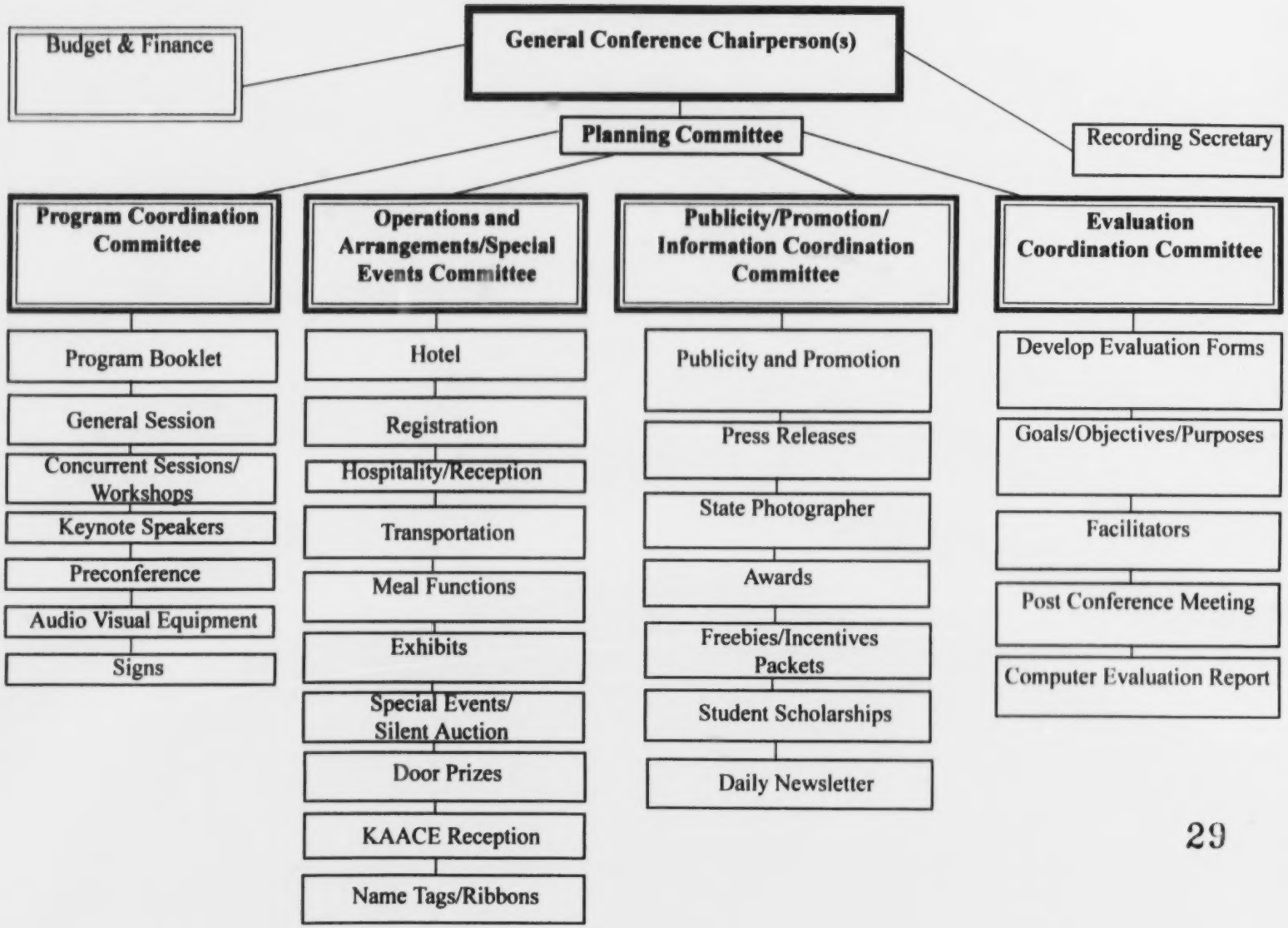
Appendix A

Conference Organizational Chart

DAEL/KAACE 1995 FALL CONFERENCE



FUTURE CONFERENCE



Appendix B

Budget and Expenditures

Pages 25-27 were removed because they contain confidential financial information.

Appendix C

Conference Session/
Workshop Matrix

Wednesday, September 27, 1995

	A	B	C	D	E	F	G
1	ROOM	Pre	8:30-11:30	OPENING SESSION	2:00-3:15	3:30-5:00	ROOM
2	Patterson A *(63)*			12:30-1:45 Radison	Facilitating Change in the Adult Learner-- Phil Rogers		Patterson A
3	Regency E *(48)*	B	*Conflict Resolution I* -- Ann Delehant	*Welcome Bucky Sallee*	*Conflict Resolution II* -- Ann Delehant		Regency East
4	Patterson C *(100)*			Color Guard		*Domestic Violence*--Teri Faragher	Patterson C
5	Patterson B *(100)*				Competency Curriculum --Johanna Willis		Patterson D
6	Patterson E				*Student Orient & Get Acquainted* -- Mike King, K. Jones		Patterson E
7	Patterson F				*Windmills Training* --Gina Penn . . .		Patterson F
8	Patterson G				*Multilevel ESL Classroom* -- Heather McKay		Patterson G
9	Regency W *(48)*	A	*McNellis Storyboarding* --D. Shultz	Teresa Suter introduces	*McNellis Storyboarding (repeat)* --D)-- Jerry McNellis		Regency West
10	Regency Ctr *(48)*	G	*Tutor Trainer Inservice*-- Kathryn Hardman	Sec Huston	*Assessment for Admin* -- Dr. Barb Nielsen	*GED 2000*--Gene Lowe	Regency Center
11	Patterson D *(110)*			introduces	*Corrections/ Special Education Identification*--Dr. S. Steurer		Patterson B
12	Washington *(50)*		*Orientation III Meeting*	Bill Dagget	*Study Groups* -- Dr. Harold Rose	Marketing Adult Ed A.Stein & P	Washington
13	San Francisco *(50)*	E	*Integrating Family Literacy* --C. Brown		*Facilitating Parent Groups*-- Connie Brown		San Francisco
14	Chicago *(50)*	F	*Time Managment* --Ed Ball	John Roth introduces	*Teachers Roles in Evaluating Each Others ABE Prog*-- L.Mikulecky	Innovative Funding Ideas for Family Literacy-- Don Seamon	Chicago
15	Atlanta *(50)*	C	*Preparing AL for Workplace* -- Bill Daggett	*Drew Allbritten*	*Internet Online: Teaching via the Net!* -- Mitchell Owen	*Learning Disabilities Project Update* -- VanCleave & Delgado	Atlanta
16	Henry Clay		*Foxfire Level II Meeting*		*DAEL Credentialing Project*- Marta Brockmeyer	*Legal Implications of Workplace Assessment*-- Loyd Weaver	Mary Todd Lincoln
17	Mary Todd	H	*Workplace Literacy* -- L. Mikulecky	Marching Band	*Performance Measurement*-- Connie Bolin (overview)		Hyltops
18					*Job Advantage Panel* --D. Parker, J. Underwood, T.Kelly		Lexington Room
19					*Workplace Training* -- Bill Daggett . . .		Ballroom I-Rad
20						rooms blocked	Ballroom II-Rad
21					*Instructional Manipulatives* -- Hardin Co. Staff & R. Harrison	for	Ballroom III-Rad
22					*Training/Managing Volunteers*-- Josnne Lammers	reception	Ballroom IV-Rad
23					COMPUTER LAB	COMPUTER LAB	Diamond

Thursday, September 28, 1995

	A	B	C	D	E	F	G
1	ROOM	8:30-9:45	10:00-11:30	AWARDS LUNCH	2:30	-5:30	ROOM
2	Patterson A	*Writing for Adult Learners* --Dr. John & Shirley Nelson		11:30	*JOBS/Life Skills*-- Phyllis Roberts, D. Oates		Patterson A
3	Regency West	*Facilitation Skills* I -- Ann Delehant. . .		2:00	*Facilitation Skills* II-- Ann Delehant. . .		Regency West
4	Patterson C	*Writing Matters* -- Ann Greenwell			*High PerformanceState-Kimmel*	*Corrections Round Table*- Dietz	Patterson C
5	Patterson D	*Effective Presentation Skills*-- Robert Abernathy		H. Stubbs	*Effective Presentation Skills* (repeat)-- Robert Abernathy		Patterson D
6	Patterson E	*Compentency Curriculum* --Rebecca Knicely		introd	*Foxfire Approach to Adult Education*-- D. White, P Wilson, L Crady	*Introducing New Literacy Materials and Tutor 7*--Kathryn Hardman	Patterson E
7	Patterson F	*Workplace Quality Indic*-- D. Parker, R. Phillips, J. Bennett	*Jeff Co Nat'l Workplace Project*--J Steffans-Collings & Ch. Brown	Dr.	*Americans with Disabilities Act*-- Sharon Fields		Patterson F
8	Patterson G	*Strategies for Effective Home Visits Positive Parent/Child C* Brown		Emma	*Developmentally Appropriate Practices*-- C. Brown		Patterson G
9	Patterson B	*Learning Disabilities Project Update* --M.R. VanCleave & S. Delgado	*Student Centered Learning Centers* --Jan Nell Byrant	Rhodes	A Moveable Feast Adult ESL Activities to Go--JN Bryant	*Adult Learner Open Forum - Mike King & Others*	Patterson B
10	Regency Center	*Adult ESL Group and Pair Instruction* -- Heather McKay			*Using Whole Language* -- Lisa Bosley & Paula Woodman		Regency Center
11	Regency East	*Tutor Trainer Inservice II* (con't from Wed)--K. Hardman			2:30-3:45	4:00-5:15	
12	Washington	*National Skills Standards*-- K. Albright & M. Meehan			Survival Skills--Linda Thurston	Survival Skills (repeat)--Linda Thurston	Washington
13	San Francisco	*Gardner's Multiple Intelligenc*- - M. Potts & S. Emberton		KAACE	*Persons with Disabilites* -- L. Wright	*Person with Diabilites* -L. Wright *(repeat)*	San Francisco
14	Chicago	*Breaking the Cycle of Intergenerational Illiteracy* D Grubbs, K Gibbs, C Franzini	*Mental Health's Partnership with Homeless Educ*--P. Lile & Comp Care	DAEL	*Teaching Tecniques for the Visually Impaired* -- Qualls	*Teaching Tecniques for the Visually Impaired (repeat)* -- Qualls	Chicago
15	Atlanta	*Internet Experience*- Susan Kuner	*Needs Assessment* --Sandra Kestner & Martha Fightmaster	Awards	*Kathy's Story* -- Kathy Jones	*Kathy's Story (repeat)* -- Kathy Jones	Atlanta
16	Lexington Room	*Student Support Groups Dos & Don'ts* -- David Oates	*Student Support Groups Dos & Don'ts* (repeat)-- David Oates		*Assessing Voc Rehab*--Donald Hiatt	*Budgeting* -- Pat Moore	Lexington Room
17	Mary Todd Lincoln	*Workplace Skills in Industry*-- Vicki Hargrove	*Cooperative Teams in Educ*-- S McVisisel		Workplace Education: Providing Partnerships in Education--M.A. Irwin & M. Cames	*Getting Started in Family Lit*-- Beverly Bing & Christine Bryers	Henry Clay (16)
18	Henry Clay	ROTH	*Nuturing Self* --Gayle Holton		*Organized Labor's Perspective* -- Lisa Wallace		Hyttops
19	Rad-Ballroom III	*Approach to Teaching Math*-- Susan Newman	*Approach to Teaching Math*-- Susan Newman		*Parent/Child Interaction Using Puppets*--Barbara Plum		Ballroom III-Rad
20	Rad-Kincaid	*Funding Formula*--J Jagnow & R Stagnolia & W Pratt	*Collaboration for Family Literacy*-- L. Mixon, J Evers		*Parenting Curriculum*--L. Mixon & J. Evers	*TI Workplace Project*- E.Shyrock & M. Crosby	Kincaid-Rad
21	Rad-Lincoln	*Lifelong Learning* --R. Smith & W. Madden	CANCELLED		*JOBS Panel*--N Hackworth, B Ryan, L Tarter, P Burnside		Ballroom I
22	Rad-Boone	*Legislative Initiatives*-- D. Allbritten	*How to Use the DAEL Media Kit*- Jo-Anne Ryan		*National Issues Forum*-- Diane Dayton	*National Issues Forum*-- Diane Dayton (repeat)	Davis-Radisson
23	Rad-Pool				*Compentency Curriculum* --Pat Barkley		Regency East
24	Rad-Spirits	*Learning Disabilites in the Workplace* -- Ray Sankovsky			*Glencoe's GED for the PC*--John Warren		Spirits-Rad

	A	B	C	D	E	F	G
25	Rad-Burley				Computer Lab	Computer Lab	Burley-Rad
26	Rad-Diamond	Computer Lab	Computer Lab		*Writing on the Wall*--M.S. Simmons		Pool--Radisson
27							
28		**EVENING ACTIVITIES**					Mary Todd (16)
29	Atlanta	*50/50 TOT Dinner*	6:00-7:30				
30	Chicago & SF	*PMRIS Pilot Dinner*	6:00-8:00				
31	Radisson	*GED Foundation Dinner*	6:30-8:00				
32	Patterson A&B	*Interaction Theatre*	8:00-9:30				

BEST COPY AVAILABLE

Friday, September 29, 1995

	A	B	C
1	**ROOM**	**8:30-10:00**	**CLOSING SESSION**
2	Patterson A	*Active Learning for Adults*-- Dr. Meta Potts	10:15 a.m.-11:30 a.m.
3	Patterson B	Interaction Theater	
4	Patterson C	*Administrative Budgeting -- Pat Moore*	Conf Video Show
5	Patterson D	*Student Panel* -- Philpot, Jones, & Others	
6	Patterson E	*External Diploma* --Street & Ritchie	
7	Patterson F	*Accessibility for Deaf & Hard of Hearing Adults--B. Scroggins & H Harker*	
8	Patterson G	*A Look at Developing Curriculum* --Dr. Ruthann Phillips	
9	Regency West	*Grant Writing*-- Virginia McHenry Hepner	
10	Regency Center	*Volunteer Services Coordinator Round Table* -- Sandy Delgado	Door Prizes
11	Regency East	*School to Work* -- Dr. Ruth Bunch	
12	Washington	*Funding Formula--R. Stagnolia, J. Jagnow, & W. Pratt*	Closing Remarks:
13	Mary Todd		Teresa Suter
14	Kincaid-Rad	*The Intangibles in the Workplace*-- C. Johns	
15	Lexington Room	*Performance Measurement*-- Connie Bolin	
16	Hyttops	*Emergent Literacy*-- Sharyl Emberton	
17	Spirits-Rad		
18	Chicago		12 noon - 1:30 p.m.
19	Atlanta		Lunch and Post Conf
20	San Francisco		Wrap-up--Steering C

Appendix D

Evaluation Forms

Taking the Lead in Lifelong Learning
DAEL/KAACE 1995 FALL CONFERENCE

Concurrent Session/Workshop Evaluation

Name of Concurrent Session/Workshop :_____

Name of Presenter:_____

		Excellent		Good		Poor
1.	Innovative ideas and strategies were presented.	5	4	3	2	1
2.	Presenter knew subject matter.	5	4	3	2	1
3.	Presentation style was effective.	5	4	3	2	1
4.	Objectives of the workshop were clearly stated and met.	5	4	3	2	1
5.	Information was well organized and well presented.	5	4	3	2	1
6.	Choice of materials was appropriate.	5	4	3	2	1
7.	Presenter encouraged participation.	5	4	3	2	1
8.	Overall rating of session.	5	4	3	2	1

Additional Comments: _____

_____

_____

_____

_____

Cabinet for Workforce Development
Equal Education and Employment Opportunities M/F/D
Printed with Federal Funds

Taking the Lead in Lifelong Learning
DAEL/KAACE 1995 FALL CONFERENCE

Conference Evaluation

Conference Content:	**Excellent**		**Good**		**Poor**
1. Registration process was organized and efficient.	5	4	3	2	1
2. Keynote speakers were effective.	5	4	3	2	1
3. Conference included a well-rounded selection of workshops on a variety of subjects.	5	4	3	2	1
4. Conference presented ideas and strategies I can use.	5	4	3	2	1
5. There was ample opportunity for informal sharing of ideas and concerns.	5	4	3	2	1
6. Exhibits were interesting and useful.	5	4	3	2	1
7. Printed program was understandable.	5	4	3	2	1
8. Conference met my expectations.	5	4	3	2	1
Hotel Facilities:					
9. Hotel registration procedures	5	4	3	2	1
10. Guest rooms	5	4	3	2	1
11. Meeting rooms	5	4	3	2	1
12. Dining facilities, food, and service	5	4	3	2	1

Comments and Suggestions: _____

_____

_____

_____

_____

Recommendations for Future Conferences: _____

_____

_____

Cabinet for Workforce Development
Equal Education and Employment Opportunities M/F/D
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Appendix E

Conference Newsletters

The Herald Trumpet-er

DAEL/KAACE 1995 Fall Conference | Lexington, KY | Wednesday, September 27, 1995

Welcome!

On behalf of the conference steering committee, I want to welcome you to Lexington for what we believe will be our best conference ever. We have more than 1,000 adult educators registered and over 100 concurrent sessions and workshops for you to choose from while you are here. Don't miss the chance to meet outstanding presenters from around the nation as well as from Kentucky. Our wish is that when you depart, you will be refreshed, renewed, and inspired to *TAKE THE LEAD*.

Have a great time!

Sandy Kestner
Conference Co-Chair

Schedule Changes

Please make note of the following changes in your program booklet:

Page 21 - Switch Preconferences F and G

Page 28, *Student Support Groups* in Lexington Room is at the Hyatt, not the Radisson

Page 29, *Workplace Skills in Industry* has been moved to Mary Todd Lincoln at the Hyatt, same date, same time

Page 30, *Project STEPS* has been cancelled

Page 33, *High Performance State* is now from 2:30 - 3:45 p.m., same location

Page 35, *JOBS* panel has been moved to Ballroom I at the Radisson, same day and time

Pages 35 and 37, *National Issues Forum* has been moved to the Davis Room at the Radisson, same day and time

Page 36, *Writing on the Wall* is now 2:30 - 3:45 p.m. in the Pool Area, 3rd floor of the Radisson

Page 38, *Corrections Issues Round Table* has been moved from Friday to Thursday afternoon, 4:00 - 5:15, Patterson C at the Hyatt

Page 38, *Intangibles in Workplace Training* has been added, Friday, 8:30 - 10:00 a.m., Kincaid room at the Radisson

General Session Agenda

Wednesday, 12:15 - 1:45 p.m.
Radisson Ballroom

Color Guard Presentation
National Anthem & My Old Kentucky Home
Downbeat, UK Acappella Singers
Sounding of the Horn
Buckey Sallee, Keeneland Race Track
"Call to Post"
Patsy Rich, Past KAACE President
Welcoming Remarks
Commissioner Teresa Suter, DAEL
Secretary William Huston, Workforce Development Cabinet
Keynote Address
Dr. Willard Daggett
Legislative Review and Update
Major John Roth, KAACE President
Drew Allbritten, AAACE President
Downbeat Singers

"And they're off . . ."

KAACE Reception
5:00 - 7:30 p.m.
Radisson Ballrooms
Everyone is invited

Meet the Candidates

Tonight at the KAACE Reception, come and meet the candidates for Lt. Governor, *Dr. Steve Henry* (Dem.) and *Tom Handy* (Rep.). There will be a candidates' forum from 5:30 - 6:30 p.m. This is your chance to ask questions.

Joseph Beth Booksellers

Joseph Beth will be registering people for *Run for Literacy* and selling adult education books. They will be located in the Patterson prefunction area, lower level of the Hyatt, for the next three days.

Ticket Exchange

If your plans have changed concerning a preconference session and you will not be attending your session, please help other conference attendees by turning in your tickets at the registration table. If you would like to attend a preconference session, check at registration for an extra ticket.

•Special TOURS• Cancelled

Since we didn't meet our quota, all tours have been cancelled. Pick up your refund check at the registration table.

Personals

John Roth - your subscription to *How to Get Along with Hotel Personnel* is about to expire.

Parking Tickets

If you are staying at the Hyatt, please have your ticket validated by the front desk or bell stand when you check out. Anybody not staying at the hotel will need to pick up a parking voucher at the registration table. Radisson **will not** validate your parking ticket unless you are staying overnight.

Exhibitors

On page 12 of your program booklet, you will find a list of vendors that are exhibiting at the Radisson during our conference. Three additional companies/agencies have joined us since the printing of our booklet:

J. Weston Walch Company
Tom Buchanan
1018 Castleton Way South
Lexington, KY 40517
606-272-1195

RETS Electronic Institute
Bill Wright
4146 Outer Loop
Louisville, KY 40219
800-999-7387

Silver Circles
Catherine Barnes
St. Joseph Office Park
Suite A-420
1401 Harrodsburg Road
Lexington, KY 40504
800-755-4344

Announcements

If you have announcements to put in the conference newsletter, please leave those at headquarters. They will appear in the next day's edition of the *Herald Trumpet-er*.

Nametags

Please wear your nametag at all times. This is your admittance to conference activities.

Did you know. . .
Conference participants are:
97% from Kentucky
3% from other states

Cabinet for Workforce Development
Equal Education and Employment Opportunities
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TIP OF THE DAY

If during the conference you need help, find someone wearing a purple polo shirt. These people are designated to assist you.

Attention Facilitors

Please pick up your facilitator packets at the registration table. If your session needs additional copies of materials, please come to Conference Headquarters. **Conference Headquarters** is at the Hyatt in the Lexington Room through Wednesday, 1:30 p.m. After that, we will be in Patterson H, prefunction area of the Hyatt.

Line Dancing

Please join us tonight at the KAACE reception as we welcome Central Kentucky's very own Country Rockers-Line Dancers. A teaching and performing organization, the Country Rockers are currently located at 560 Fielding Drive, Versailles. They offer a range of classes from beginning through advanced, four nights a week, ranging in ages 8-55. The five member club recently made a guest appearance on TNN's Wild Horse Saloon in Nashville.

Each day of the conference, you may pick up this newsletter at the registration desk and the Patterson prefunction area during continental breakfast. We will advise you of any changes in the program and provide you with other items of interest. Enjoy the conference!

The Herald Trumpet-er

DAEL/KAACE 1995 Fall Conference | Lexington, KY | Thursday, September 28, 1995

Welcome, Day 2!

Accolades to Sandy Kestner and assistants for a smooth and spectacular opening! And now that everybody has had time to recover from line dancing and Mexican cuisine, let's look at the events of the second day. Don't miss the opportunity to sit in on sessions covering important issues on funding and credentialling. And of course, you will want to spend some time perusing the exhibits at the Radisson. Remember to save your appetite for our Awards Luncheon, just don't forget your ticket.

Enjoy your day!

Conference Co-Chair

Schedule Changes

Please make note of the following changes in your program booklet:

Page 28, 8:30 - 9:45 a.m., add *Building an Effective Technology Plan*, BLS Tutor-systems, in Ballroom I, Radisson

Page 35, *Workplace Education: Providing Partnerships in Educational Excellence* has been cancelled

Call for Papers

The Third Kentucky Adult English as a Second Language (ESL) conference will be held May 8-9, 1996, Executive Inn West, Louisville. You may pick up a form at the registration table at the Hyatt.

Slices has arrived. Each program may pick up a bundle at the information desk located in the Patterson prefunction area of the Hyatt.

Be sure to include the Interaction Theatre Group's performance in your activities tonight at the Hyatt, Patterson A & B, 8:00 - 9:30 p.m.

Awards Luncheon

Thursday, 11:45 - 2:00 p.m.
Heritage Hall

Welcome and Recognition of Guests
Shauna King-Simms
PACE Awards
Martin Bell Award Presentation
GED Award Presentation
Introduction of Speaker
Keynote Address
Dr. Emma Rhodes
DALE/KAACE Awards Presentation
RISE Award Presentation

(Please refer to your conference program, pages 14-16, for the names of the recipients and the awards criteria. All awards presenters and awards recipients are to sit at the reserved tables in front of the stage so that you will be served first.)

Attention Facilitors

Please pick up your facilitator packets at the registration table. If your session needs additional copies of materials, please come to Conference Headquarters. **Conference Headquarters** is at the Hyatt in Patterson H.

Personals

Jeff Jagnow - your purple shirt has been found in the dumpster behind the hotel. Please claim!

Scrapbook Contest

DAEL is having a scrapbook contest on *Using the Media Kit*. Pick up your applications at the DAEL exhibit at the Radisson.

Sorry, we goofed . . . Brass Banana exhibit is from Louisville not Murray.

The Herald Trumpet-er

DAEL/KAACE 1995 Fall Conference | Lexington, KY | Friday, September 29, 1995

Thanks to all!

Thanks to all who made our first DAEL/KAACE joint conference a huge success. **Thank you** to all who contributed items for the silent auction; over $2,100 was collected. Also **thanks** to those who have signed up for Run for Literacy. **We appreciate everyone's cooperation.**

Schedule Changes

Just a reminder, *Corrections Issues Round Table* was switched from Friday to Thursday.

There are no sessions at the Radisson today; all sessions are at the Hyatt.

Wednesday's Singers

Many have asked about the acapello singers, *Downbeat,* that we heard sing on Wednesday. They are students attending the University of Kentucky: Ben Lyon, Vocal Percussion; Bryan Johnson, Lead Vocal; Sean Bryan, Bass Vocal; Ryan Meredith, Baritone; and Johnathan, 1st Tenor and Lead Vocal. They can be contacted by calling Bryan Johnson at 606-277-0844.

Door Prizes

Your name tags will be collected at the Closing General Session for door prize drawings. You must have a nametag and be present to win. We have several prizes, consisting of one overnight at the Radisson, Lexington; one night at the Hyatt, Lexington; plus several overnights at various hotels and parks around the state; software; four $50 savings bonds; a $100 savings bond; and other miscellaneous items.

Personals

Jerry Emmons . . . we found your marbles! David Collings, we haven't found yours yet!

Stephanie Leathers - NBC News has called and wants to know when you can start to work.

Closing General Session

Friday, September 29, 1995
Patterson Ballroom, Hyatt

Closing Remarks
Commissioner Teresa Suter
Video Show
Stephanie Leathers & David Collings
Door Prizes
Jerry Emmons

"You do not grow old, you become old by not growing."

Do You Worry?

Here's a "Worry Table" we came across in the August 1995 issue of Communications Briefings:

Things that never happen	40%
Things that can't be changed by all the worry in the world	35%
Things that turn out better than expected	15%
Petty, useless worries	8%
Legitimate worries	2%
	100%

Upshot: It's 50 to 1 against the worry being a real cause for concern. *Source:* Anonymous.

Certificates of Training

DAEL Certificates of Training will be given to you as you leave the closing session. If you would like to sign up for Department of Education Leadership Hours, you may do so at the Patterson information desk or at the registration desk.

Take the Lead . . .

Appendix F

Comments from Participants

There were many comments on the evaluation forms that we decided to include many of them in this report.

POSITIVE COMMENTS

- "Three hour sessions were great!"
- "Loved keynotes speakers--they were great."
- "Fantastic, best ever--like a national Conference."
- "Excellent conference--loved the large print name tags and program layout. Keep up the good work."
- "Everything excellent--lets do it again."
- "This has been the best state conference I have attended. Every detail was taken care of. It was great."
- "This was the best conference in the past twelve years."
- "I commend the planning committee for a well organized conference with excellent content."
- "Good balance of work and play. Speakers were great--much food for thought."
- "Conference was excellent and inspiring."
- "Good diversity of subjects and presenters."
- "Overall, conference was well planned and Lexington is a great location!!!"
- "I liked silent auction, format of program booklet. Excellent idea to list presenter phone numbers and addresses."
- "Thank you!"

NEGATIVE COMMENTS

- "Send a page with titles of workshops with confirmation. Need agenda before conference for better planning."
- "Hotel rooms and meeting rooms too hot!"
- "Video show too long, poor quality, and waste of time."
- "Some sessions were a waste of time and energy. Some didn't deal with ABE/GED at all."
- "Elevators were a horror!"
- "More repeated workshops. Conference too spread out."
- "Wednesday breakfast a horror."
- "Preregistration form confusing."
- "More speakers on dealing effectively with adults not children."
- "KAACE hospitality room not publicized. Couldn't find it."
- "The hotel (Hyatt) did not do their part to make things run smoothly.
- "No trash cans anywhere."
- "Most sessions were too general."
- "Friday morning sessions not interesting."
- "Need more sessions for the homebound instructor."
- "Not enough sessions for literacy instructors."
- "Walk/run should be first--used as a kick off--not the next day after the end of the conference."

Appendix G

Activities with Hotel

Activities with Hyatt:

Fall '93 -- Initial contact with Hyatt, *Booker Robertson*. Visited the hotel, met with Booker to check on possible conference dates for either Sept or Oct of 1995.

May 4, 1994 -- Received proposal from Hyatt.

May 24, 1994 -- A group of 4 met with *Jana Early* to visit Hyatt.

July 28, 1994 -- I called *Jana Early* to tell her we selected the Hyatt as our Conference hotel for 1995. Confirmed dates and received letter from Jana. (Jana was leaving Hyatt)

October 5, 1994 -- Toured Hyatt & Radisson. Met with *Sandi Willis and Susan Ayers.* Sandi called later to say she was turning our account over to *Susan Ayers.*

Oct-April, 1995 -- No contact with hotel during this period. The conference steering committee was meeting trying to finalize agenda. In February, 1995, the Dept informed the conference steering committee that they would *not* accept our proposed agenda--that we were spending too much money on meals and that we could not afford the cost. It was decided in early March to eliminate the evening banquet but keep the awards luncheon.

March 21 -- Conference agenda finalized.

April, 1995 -- Beginning to get concerned because I never heard from Susan so I sent copy of agenda (3/31 Draft) to her.

May 5, 1995 -- Meal cancelled

Received call from Susan after she received our agenda about the fact that we cancelled a meal and they had just signed contract with Heritage Hall. She said we would have to pay for meal ($9000). I remember discussing this with her or I may have talked with Sandi Willis (?) said they (Hyatt) might be able to get out of the contract because they had just signed it and sent it over. I said why didn't someone check with me first before signing the Heritage Hall contract, and Sandi said "she asked Susan and Susan said she checked with you." I said," NO ONE called me to ask anything!" She (Sandi or Susan ?) then called back to say everything OK. I did not get anything in writing.

May 18, 1995 -- Meeting with *Susan Ayers* at Hyatt. Three Dept staff present and Susan from Hyatt. We had lots of questions for Susan. She answered them--no problems mentioned.

July 31, 1995 -- Susan Ayers sent letter regreting that she must charge us for any unused space. We had not started registration at that time and had no idea "how many" people were going to be in the sessions. At that time she DID NOT mention any mix-ups of scheduling or double booking of rooms. I faxed her a copy of our conference session matrix (but we still had changes to make).

August, 1995--One final call from Susan to say she was leaving, just before ending the conversation, she mentioned over booking on Friday a.m. I shuffled things around and freed up 4 rooms for the Hyatt.

August 15, 1995-- Account turned over to *Vince Helm*, new employee recently hired to take Susan's place. Vince called our office to tell us.

August 25, 1995-- Meeting with Vince, Joy Kirchner, and Jana Early. Discussed room assignments. No mention of any other problem. I left meeting. Problem was later mentioned to my assistant. (*Vince later apologized to conference chair for not speaking directly to her).*

August 30, 1995--Sent letter to Vince requesting Hyatt's concerns be put in writing (*never did get a response!).*

September 7, 1995--Conference Steering Committee meeting at Hyatt to finalize everything. Found out we *could not* have conference headquarter room we were told from beginning we could have. (*Problem resolved by giving us the Lexington Room).*

September 8, 1995--Informed us they would charge us for meeting space on Wednesday morning.

September 11, 1995--In frustration, called Hyatt General Manager, Malcolm Jennings, to complain about service and additional charges. He confirmed he would look into matter and get back to me. (*Mr. Jennings called back and said everything was O.K., they would not charge us for meeting space).*

September 26, 1995--Conference steering committee checking into hotel. Meeting with Hyatt staff. KAACE meeting scheduled earlier was delayed because Hyatt did not have meeting room ready. (*Meeting room was quickly prepared and we began our meeting at 1:00 p.m.).* At 4:00 met with Hyatt staff to finalize details. Informed conference headquarters had to be moved again.

September 27, 1995--opening of conference. Conference headquarters was moved during the night into Hytops lounge. Had to be out by 1:30 p.m.. No one from Hyatt was there to help us move our headquarters for a third time. Room not cleared out by the time the bar opened at 4:00. Had to move most things ourselves. (*Hyatt help finally arrived to finish moving things).*

September 29, 1995--Conference Over! Vince Helm stopped by post-conference meeting at 2 p.m. to thank us.

Appendix H

Computer Evaluation Results

KENTUCKY CABINET FOR WORKFORCE DEVELOPMENT
DIVISION OF COMPUTER SERVICES -- REQ #1251

15:02 MONDAY, OCTOBER 9,

DEPARTMENT OF ADULT EDUCATION AND LITERACY
SURVEYS OF ACTUAL RESPONSES MADE (WITH AVERAGES)
SUMMARY

SECTION=CONFRNCE CONTENT

QUESTION	SURVEYS	BLANK	CHECKED	_1	_2	_3	_4	_5	AVE
REGISTRATN WAS EFFICIENT	441	4	437	7	8	39	110	273	4.45
KEYNOTE SPEAKERS EFFECTV	441	8	433	1	5	30	117	280	4.55
WORKSHOP SUBJECT VARIETY	441	4	437	4	8	64	126	235	4.33
IDEAS/STRATEGY I CAN USE	441	4	437	6	15	78	135	203	4.18
IDEA-SHAPING OPPORTUNITY	441	10	431	9	21	86	160	155	4.00
INTRSTNG/USEFUL EXHIBITS	441	23	418	11	21	98	150	138	3.92
UNDRSTNDBL PROGRAM NOTES	441	3	438	0	5	46	128	259	4.46
CONF.MET MY EXPECTATIONS	441	5	436	6	11	74	156	189	4.17

SECTION=HOTEL FACILITIES

QUESTION	SURVEYS	BLANK	CHECKED	_1	_2	_3	_4	_5	AVE
HOTEL REGISTRATN PROCEDR	441	89	352	54	40	50	85	123	3.52
GUEST ROOMS	441	89	352	5	15	49	117	166	4.20
MEETING ROOMS	441	52	389	9	25	70	134	151	4.01
DINING ROOM/FOOD/SERVICE	441	62	379	14	19	71	131	144	3.98

(RESPONSES LEFT BLANK ARE EXCLUDED -- NOT AVERAGED AS ZERO VALUES)

KENTUCKY CABINET FOR WORKFORCE DEVELOPMENT
DIVISION OF COMPUTER SERVICES -- REQ #1259

19:37 MONDAY, OCTOBER 30,

DEPARTMENT OF ADULT EDUCATION AND LITERACY
DAEL/KAACE 1995 FALL CONFERENCE OVERALL
CONCURRENT SESSION/WORKSHOP EVALUATION
BY SESSION (RANKED HIGH TO LOW)

OBS	CODE	SESSION	LEADER	COUNT	Q8_AVE
1	201	STORYBOARDING	JERRY MCNELLIS	11	5.00
2	225	FACILITATING PARENT GROUPS	CONNIE BROWN	8	5.00
3	273	ADULT ESL GROUP AND PAIR INSTRUCTION	HEATHER MCKAY	16	5.00
4	332	HIGH PERFORMANCE STATE	KRIS KIMMEL	5	5.00
5	344	PARENTING CURRICULA IN FAMILY LITERACY PROGRAMS	JAN EVERS	6	5.00
6	265	THE ART AND MAGIC OF EFFECTIVE PRESENTATIONS	ROBERT ABERNATHY	52	4.98
7	326	THE ART AND MAGIC OF EFFECTIVE PRESENTATIONS	ROBERT ABERNATHY	49	4.96
8	314	COOPERATIVE LEARNING AND TEACHING	SUE MCCULLOCH	16	4.94
9	261	FACILITATION SKILLS PART I	ANN DELEHANT	15	4.93
10	232	PREPARING THE ADULT LEARNER FOR 21ST CEN WORKPLACE	WILLARD DAGGETT	56	4.93
11	321	FACILITATION SKILLS PART II	ANN DELEHANT	19	4.89
12	361	ADULT LEARNER OPEN FORUM	((FORUM))	9	4.89
13	264	STRATEGIES FOR EFFECTIVE HOME VISITS	CONNIE BROWN	17	4.88
14	385	ACCESSIBILITY FOR DEAF AND HARD OF HEARING ADULT L	BOBBIE B SCOGGINS	17	4.88
15	311	NURTURING FAMILY AND SELF	GAYLE HOLTON	33	4.88
16	347	ACCESSING VOCATIONAL REHABILITATION SERVICES	DONALD HIATT	8	4.88
17	262	WRITING MATTERS FOR ADULT LEARNERS	ANNE GREENWELL	54	4.87
18	223	ESL IN THE ADULT MULTILEVEL CLASSROOM	HEATHER MCKAY	14	4.86
19	266	GARDNER'S MULTIPLE INTELLIGENCES	META POTTS	25	4.84
20	374	KENTUCKY INTERACTION THEATRE GROUP	JERRY EMMONS	106	4.84
21	224	WINDMILLS TRAINING	GINA PENN	6	4.83
22	381	THE NATIONAL EXTERNAL DIPLOMA PROGRAM	JANET STREET	17	4.82
23	203	PREPARING THE ADULT LEARNER FOR 21ST CEN WORKPLACE	WILLARD DAGGETT	38	4.82
24	352	JOBS THE EFFECTS OF LIFELONG LEARNING	SHIRLEY KIDWELL	26	4.81
25	247	PERFORMANCE MEASUREMENT INITIATIVE	CONNIE BOLIN	10	4.80
26	391	VOLUNTEER SERVICES COORDINATOR ROUND TABLE	SANDY DELGADO	29	4.79
27	231	STORYBOARDING	JERRY MCNELLIS	26	4.77
28	325	THE NEW KENTUCKY COMPETENCY BASED ADULT EDUCATION	PATRICIA BARKLEY	21	4.76
29	255	LEGAL IMPLICATIONS OF WORKPLACE ASSESSMENT	LLOYD WEAVER	8	4.75
30	353	GED FOR THE PC	JOHN WARREN	16	4.75
31	366	KATHY'S STORY	KATHY JONES	19	4.74
32	384	ACTIVE LEARNING FOR ADULTS	META POTTS	46	4.72
33	315	STUDENT SUPPORT GROUPS DO'S AND DONT'S	DAVID OATES	27	4.70

34	346	A MOVEABLE FEAST ACTIVITIES TO GO	JAN MELL BRYANT	92	4.70
35	285	BREAKING THE CYCLE OF INTERGENERATIONAL ILLITERACY	DEBBIE GRUBBS	16	4.69
36	387	STUDENT PANEL	FRED, JOANIE HESS	16	4.69
37	388	GRANT WRITING	VIRGINIA M HEPNER	32	4.69
38	312	THE STUDENT CENTERED LEARNING CENTER	JAN MELL BRYANT	52	4.67
39	383	EMERGENT LITERACY	SHARYL EMBERTON	21	4.67
40	222	CONFLICT RESOLUTION PART II	ANN DELEHANT	41	4.66
41	323	JOBS/LIFE SKILLS CURRICULUM	PHYLLIS ROBERTS	26	4.65
42	292	WORKPLACE SKILLS IN INDUSTRY	VICKI HARGROVE	14	4.64
43	202	CONFLICT RESOLUTION PART I	ANN DELEHANT	25	4.64
44	233	FACILITATING CHANGE IN THE ADULT LEARNER	PHIL ROGERS	47	4.64
45	211	INTEGRATING THE FAMILY LITERACY COMPONENTS PART I	CONNIE BROWN	41	4.63
46	213	KEEPING YOUR SANITY AND YOUR PRODUCTIVITY	ED BALL	35	4.63
47	392	JOB ADVANTAGE A LOOK AT DEVELOPING CURRICULUM FOR	RUTHANN PHILLIPS	13	4.62
48	305	EFFECTIVE PROGRAM COLLABORATION IN IDEAS	LISA MIXON	10	4.60
49	263	COMPETENCY CURRICULUM	REBECCA KNISELY	26	4.58
50	367	THE VISUALLY IMPAIRED ADULT LEARNER	LUANNE QUALLS	7	4.57
51	371	GETTING STARTED IN FAMILY LITERACY	BEVERLY BING	14	4.57
52	306	HOW TO USE THE MEDIA KIT	JOANNE RYAN	16	4.56
53	284	STUDENT SUPPORT GROUPS DO'S AND DONT'S	DAVID OATES	25	4.56
54	368	ADMINISTRATIVE BUDGETING	PAT MOORE	9	4.56
55	303	USING NEEDS ASSESSMENT AS A TRAINING TOOL	M FIGHTMASTER Kastner	21	4.52
56	351	KATHY'S STORY	KATHY JONES	21	4.52
57	241	TRAINING MANAGING VOLUNTEERS	JOANNE LAMMERS	22	4.50
58	246	STUDY GROUPS	HAROLD ROSE	10	4.50
59	272	LEARNING DISABILITIES IN THE WORKPLACE	RAY SANKOVSKY	8	4.50
60	354	PARENT/CHILD INTERACTION USING PUPPETS	BARBARA PLUM	15	4.47
61	322	USING WHOLE LANGUAGE	LISA BOSLEY	22	4.45
62	286	LEARNING DISABILITIES PROJECT UPDATE	M R VAN CLEAVE	25	4.44
63	251	INNOVATIVE FUNDING IDEAS FOR FAMILY LITERACY PROG	DON SEAMAN	17	4.41
64	364	WORKPLACE LITERACY TIPS FROM A SUCCESSFUL INDUSTRY	ELAINE SHRYOCK	5	4.40
65	271	TUTOR TRAINER INSERVICE PART II	KATHRYN HARDMAN	23	4.39
66	204	WORKPLACE LITERACY: WHERE WE ARE, WHERE WE'VE BEEN	LARRY MIKULECKY	18	4.39
67	382	CORRECTIONS ISSUES ROUND TABLE	DAVE VISLISEL	13	4.38
68	348	SURVIVAL SKILLS FOR WOMEN/SURVIVAL SKILLS FOR MEN	LINDA THURSTON	21	4.38
69	304	WORKFORCE TRAINING THROUGH PROJECT FUTURE	JANET STEFFENS	16	4.38

OBS	CODE	SESSION	LEADER	COUNT	Q8_AVE
70	267	WRITING WITH CREATIVE RESULTS	JOHN NELSON	6	4.33
71	386	ADMINISTRATIVE BUDGETING	PAT MOORE	10	4.30
72	253	LEARNING DISABILITIES PROJECT UPDATE	M R VAN CLEAVE	27	4.30
73	245	INTERNET ONLINE COURSE TEACHING VIA THE NET	MITCH B OWEN	17	4.29
74	274	NATIONAL SKILLS STANDARDS	KAY ALBRIGHT	7	4.29
75	256	GED 2000 GED TESTING	JEAN LOWE	50	4.26
76	324	AMERICANS WITH DISABILITIES ACT	SHARON FIELDS	4	4.25
77	221	SPECIAL EDUCATION IN THE PRISON SETTING	STEPHEN STEURER	9	4.22
78	293	INTERNET EXPERIENCES SUPPORTING A VIRTUAL LEARNING	SUSAN KUNER	9	4.22
79	291	FUNDING FORMULA	JEFF JAGNOW	34	4.21
80	396	FUNDING FORMULA	JEFF JAGNOW	39	4.18
81	243	WHY THE JOB ADVANTAGE PROGRAM	JOHN UNDERWOOD	17	4.18
82	287	WORKPLACE QUALITY INDICATORS	DEWEY PARKER	23	4.17
83	216	FOXFIRE MEETING LEVEL II	DONNA WHITE	29	4.17
84	249	ADULT EDUCATION CREDENTIAL ROUND TABLE	MARTA BROCKMEYER	24	4.17
85	373	NATIONAL ISSUES FORUMS	DIANE DAYTON	6	4.17
86	394	PERFORMANCE MEASUREMENT INITIATIVE	CONNIE BOLIN	31	4.10
87	393	THE SCHOOL TO WORK SYSTEM WHAT IT IS AND HOW IT BE	BETH BRINLY	23	4.09
88	242	ASSESSMENT AND EDUCATION REFORM IMPLICATIONS	BARBARA NIELSEN	24	4.08
89	244	TEACHERS ROLES IN EVALUATING EACH OTHERS ABE PROG	LARRY MIKULECKY	15	4.07
90	281	LEGISLATIVE INITIATIVES 104TH CONGRESS	DREW ALLBRITTEN	19	4.00
91	356	NATIONAL ISSUES FORUMS	DIANE DAYTON	6	4.00
92	254	CREATING ADVERTISING TO SPREAD MESSAGE OF LEARNING	ALAN STEIN	45	3.93
93	227	COMPETENCY CURRICULUM	JOHANNA WILLIS	20	3.85
94	362	CHARACTERISTICS AND TESTING OF PEOPLE WITH LEARNIN	LINDA TACKETT	28	3.79
95	282	JOBS/JTPA THE EFFECTS OF LIFELONG LEARNING	RANDALL SMITH	14	3.71
96	248	MANIPULATIVES IN ADULT EDUCATION	RENEA HARRISON	36	3.67
97	365	SURVIVAL SKILLS FOR WOMEN/SURVIVAL SKILLS FOR MEN	LINDA THURSTON	17	3.65
98	342	CHARACTERISTICS AND TESTING OF PEOPLE WITH LEARNIN	LINDA TACKETT	35	3.40
99	283	DEVELOPING A CONTEXTUAL APPROACH TO TEACHING MATH	SUSAN A NEWMAN	30	3.30
100	301	DEVELOPING A CONTEXTUAL APPROACH TO TEACHING MATH	SUSAN A NEWMAN	30	2.93
101	343	ORGANIZED LABOR'S PERSPECTIVE ON WORKPLACE BASICS	LISA WALLACE	4	2.75

KENTUCKY CABINET FOR WORKFORCE DEVELOPMENT
DIVISION OF COMPUTER SERVICES -- REQ #1259

19:37 MONDAY, OCTOBER 30,

DEPARTMENT OF ADULT EDUCATION AND LITERACY
DAEL/KAACE 1995 FALL CONFERENCE OVERALL
CONCURRENT SESSION/WORKSHOP EVALUATION
BY SESSION

BLOCK=PRE-CONF

SESSION	LEADER	COUNT	Q8_AVE
STORYBOARDING	JERRY MCNELLIS	11	5.00
CONFLICT RESOLUTION PART I	ANN DELEHANT	25	4.64
PREPARING THE ADULT LEARNER FOR 21ST CEN WORKPLACE	WILLARD DAGGETT	38	4.82
WORKPLACE LITERACY: WHERE WE ARE, WHERE WE'VE BEEN	LARRY MIKULECKY	18	4.39
INTEGRATING THE FAMILY LITERACY COMPONENTS PART I	CONNIE BROWN	41	4.63
KEEPING YOUR SANITY AND YOUR PRODUCTIVITY	ED BALL	35	4.63
FOXFIRE MEETING LEVEL II	DONNA WHITE	29	4.17

BLOCK=SET "A"

SESSION	LEADER	COUNT	Q8_AVE
SPECIAL EDUCATION IN THE PRISON SETTING	STEPHEN STEURER	9	4.22
CONFLICT RESOLUTION PART II	ANN DELEHANT	41	4.66
ESL IN THE ADULT MULTILEVEL CLASSROOM	HEATHER MCKAY	14	4.86
WINDMILLS TRAINING	GINA PENN	6	4.83
FACILITATING PARENT GROUPS	CONNIE BROWN	8	5.00
COMPETENCY CURRICULUM	JOHANNA WILLIS	20	3.85
STORYBOARDING	JERRY MCNELLIS	26	4.77
PREPARING THE ADULT LEARNER FOR 21ST CEN WORKPLACE	WILLARD DAGGETT	56	4.93
FACILITATING CHANGE IN THE ADULT LEARNER	PHIL ROGERS	47	4.64

BLOCK=SET "B"

SESSION	LEADER	COUNT	Q8_AVE
TRAINING MANAGING VOLUNTEERS	JOANNE LAMMERS	22	4.50
ASSESSMENT AND EDUCATION REFORM IMPLICATIONS	BARBARA NIELSEN	24	4.08
WHY THE JOB ADVANTAGE PROGRAM	JOHN UNDERWOOD	17	4.18
TEACHERS ROLES IN EVALUATING EACH OTHERS ABE PROG	LARRY MIKULECKY	15	4.07
INTERNET ONLINE COURSE TEACHING VIA THE NET	MITCH B OWEN	17	4.29
STUDY GROUPS	HAROLD ROSE	10	4.50
PERFORMANCE MEASUREMENT INITIATIVE	CONNIE BOLIN	10	4.80
MANIPULATIVES IN ADULT EDUCATION	RENEA HARRISON	36	3.67
ADULT EDUCATION CREDENTIAL ROUND TABLE	MARTA BROCKMEYER	24	4.17

BLOCK=SET "C"

SESSION	LEADER	COUNT	Q8_AVE
INNOVATIVE FUNDING IDEAS FOR FAMILY LITERACY PROG	DON SEAMAN	17	4.41
LEARNING DISABILITIES PROJECT UPDATE	M R VAN CLEAVE	27	4.30
CREATING ADVERTISING TO SPREAD MESSAGE OF LEARNING	ALAN STEIN	45	3.93
LEGAL IMPLICATIONS OF WORKPLACE ASSESSMENT	LLOYD WEAVER	8	4.75
GED 2000 GED TESTING	JEAN LOWE	50	4.26

BLOCK=SET "D"

SESSION	LEADER	COUNT	Q8_AVE
FACILITATION SKILLS PART I	ANN DELEHANT	15	4.93
WRITING MATTERS FOR ADULT LEARNERS	ANNE GREENWELL	54	4.87
COMPETENCY CURRICULUM	REBECCA KNISELY	26	4.58
STRATEGIES FOR EFFECTIVE HOME VISITS	CONNIE BROWN	17	4.88
THE ART AND MAGIC OF EFFECTIVE PRESENTATIONS	ROBERT ABERNATHY	52	4.98
GARDNER'S MULTIPLE INTELLIGENCES	META POTTS	25	4.84
WRITING WITH CREATIVE RESULTS	JOHN NELSON	6	4.33
TUTOR TRAINER INSERVICE PART II	KATHRYN HARDMAN	23	4.39
LEARNING DISABILITIES IN THE WORKPLACE	RAY SANKOVSKY	8	4.50
ADULT ESL GROUP AND PAIR INSTRUCTION	HEATHER MCKAY	16	5.00
NATIONAL SKILLS STANDARDS	KAY ALBRIGHT	7	4.29

BLOCK=SET "E"

SESSION	LEADER	COUNT	Q8_AVE
LEGISLATIVE INITIATIVES 104TH CONGRESS	DREW ALLBRITTEN	19	4.00
JOBS/JTPA THE EFFECTS OF LIFELONG LEARNING	RANDALL SMITH	14	3.71
DEVELOPING A CONTEXTUAL APPROACH TO TEACHING MATH	SUSAN A NEWMAN	30	3.30
STUDENT SUPPORT GROUPS DO'S AND DONT'S	DAVID OATES	25	4.56
BREAKING THE CYCLE OF INTERGENERATIONAL ILLITERACY	DEBBIE GRUBBS	16	4.69
LEARNING DISABILITIES PROJECT UPDATE	M R VAN CLEAVE	25	4.44
WORKPLACE QUALITY INDICATORS	DEWEY PARKER	23	4.17
FUNDING FORMULA	JEFF JAGNOW	34	4.21
WORKPLACE SKILLS IN INDUSTRY	VICKI HARGROVE	14	4.64

(RESPONSES LEFT BLANK ARE EXCLUDED -- NOT AVERAGED AS ZERO VALUES)

BLOCK=SET "E"

SESSION	LEADER	COUNT	Q8_AVE
INTERNET EXPERIENCES SUPPORTING A VIRTUAL LEARNING	SUSAN KUNER	9	4.22

BLOCK=SET "F"

SESSION	LEADER	COUNT	Q8_AVE
DEVELOPING A CONTEXTUAL APPROACH TO TEACHING MATH	SUSAN A NEWMAN	30	2.93
USING NEEDS ASSESSMENT AS A TRAINING TOOL	M FIGHTMASTER	21	4.52
WORKFORCE TRAINING THROUGH PROJECT FUTURE	JANET STEFFENS	16	4.38
EFFECTIVE PROGRAM COLLABORATION IN IDEAS	LISA MIXON	10	4.60
HOW TO USE THE MEDIA KIT	JOANNE RYAN	16	4.56
NURTURING FAMILY AND SELF	GAYLE HOLTON	33	4.88
THE STUDENT CENTERED LEARNING CENTER	JAN MELL BRYANT	52	4.67
COOPERATIVE LEARNING AND TEACHING	SUE MCCULLOCH	16	4.94
STUDENT SUPPORT GROUPS DO'S AND DONT'S	DAVID OATES	27	4.70

BLOCK=SET "G"

SESSION	LEADER	COUNT	Q8_AVE
FACILITATION SKILLS PART II	ANN DELEHANT	19	4.89
USING WHOLE LANGUAGE	LISA BOSLEY	22	4.45
JOBS/LIFE SKILLS CURRICULUM	PHYLLIS ROBERTS	26	4.65
AMERICANS WITH DISABILITIES ACT	SHARON FIELDS	4	4.25
THE NEW KENTUCKY COMPETENCY BASED ADULT EDUCATION	PATRICIA BARKLEY	21	4.76
THE ART AND MAGIC OF EFFECTIVE PRESENTATIONS	ROBERT ABERNATHY	49	4.96
HIGH PERFORMANCE STATE	KRIS KIMMEL	5	5.00

BLOCK=SET "H"

SESSION	LEADER	COUNT	Q8_AVE
CHARACTERISTICS AND TESTING OF PEOPLE WITH LEARNIN	LINDA TACKETT	35	3.40
ORGANIZED LABOR'S PERSPECTIVE ON WORKPLACE BASICS	LISA WALLACE	4	2.75
PARENTING CURRICULA IN FAMILY LITERACY PROGRAMS	JAN EVERS	6	5.00
A MOVEABLE FEAST ACTIVITIES TO GO	JAN MELL BRYANT	92	4.70
ACCESSING VOCATIONAL REHABILITATION SERVICES	DONALD HIATT	8	4.88
SURVIVAL SKILLS FOR WOMEN/SURVIVAL SKILLS FOR MEN	LINDA THURSTON	21	4.38
KATHY'S STORY	KATHY JONES	21	4.52
JOBS THE EFFECTS OF LIFELONG LEARNING	SHIRLEY KIDWELL	26	4.81
GED FOR THE PC	JOHN WARREN	16	4.75
PARENT/CHILD INTERACTION USING PUPPETS	BARBARA PLUM	15	4.47
NATIONAL ISSUES FORUMS	DIANE DAYTON	6	4.00

BLOCK=SET "I"

SESSION	LEADER	COUNT	Q8_AVE
ADULT LEARNER OPEN FORUM	((FORUM))	9	4.89
CHARACTERISTICS AND TESTING OF PEOPLE WITH LEARNIN	LINDA TACKETT	28	3.79
WORKPLACE LITERACY TIPS FROM A SUCCESSFUL INDUSTRY	ELAINE SHRYOCK	5	4.40
SURVIVAL SKILLS FOR WOMEN/SURVIVAL SKILLS FOR MEN	LINDA THURSTON	17	3.65
KATHY'S STORY	KATHY JONES	19	4.74
THE VISUALLY IMPAIRED ADULT LEARNER	LUANNE QUALLS	7	4.57
ADMINISTRATIVE BUDGETING	PAT MOORE	9	4.56
GETTING STARTED IN FAMILY LITERACY	BEVERLY BING	14	4.57
NATIONAL ISSUES FORUMS	DIANE DAYTON	6	4.17

BLOCK=THEATRE

SESSION	LEADER	COUNT	Q8_AVE
KENTUCKY INTERACTION THEATRE GROUP	JERRY EMMONS	106	4.84

BLOCK=SET "J"

SESSION	LEADER	COUNT	Q8_AVE
THE NATIONAL EXTERNAL DIPLOMA PROGRAM	JANET STREET	17	4.82
CORRECTIONS ISSUES ROUND TABLE	DAVE VISLISEL	13	4.38
EMERGENT LITERACY	SHARYL EMBERTON	21	4.67
ACTIVE LEARNING FOR ADULTS	META POTTS	46	4.72
ACCESSIBILITY FOR DEAF AND HARD OF HEARING ADULT L	BOBBIE B SCOGGINS	17	4.88
ADMINISTRATIVE BUDGETING	PAT MOORE	10	4.30
STUDENT PANEL	FRED, JOANIE HESS	16	4.69
GRANT WRITING	VIRGINIA M HEPNER	32	4.69
VOLUNTEER SERVICES COORDINATOR ROUND TABLE	SANDY DELGADO	29	4.79
JOB ADVANTAGE A LOOK AT DEVELOPING CURRICULUM FOR	RUTHANN PHILLIPS	13	4.62
THE SCHOOL TO WORK SYSTEM WHAT IT IS AND HOW IT BE	BETH BRINLY	23	4.09
PERFORMANCE MEASUREMENT INITIATIVE	CONNIE BOLIN	31	4.10
FUNDING FORMULA	JEFF JAGNOW	39	4.18

Appendix I

Miscellaneous

Plan to Attend

Taking the Lead in Lifelong Learning

Sponsored by:

The Kentucky Department for Adult Education and Literacy
and
The Kentucky Association for Adult and Continuing Education

State Adult Education Conference

September 27-29, 1995
Hyatt Regency and Radisson Hotels
Lexington, Kentucky

ADULT EDUCATION
CHANGING LIVES

KAACE

✦✦ *Conference Highlights* ✦✦

Preconference Workshops

Wednesday, September 27, 8:30 – 11:30 a.m.

Registration forms will be mailed July 1

➢ *Conflict Resolution* – Ann Delehant
➢ *Storyboarding* – McNellis Company
➢ *Workplace Literacy* – Dr. Larry Mikulecky
➢ *Time Management* – Dr. Ed Ball
➢ *Integrating Family Literacy* – Connie Brown
➢ *Inservice for Tutor Trainers* – Kathryn Hardman
and more . . .

Other Conference Activities

✦Over **32 workshops**
✦Over **81 concurrent sessions** for administrators, instructors, and students on *instructional strategies, staff development, workplace, family literacy, corrections, learning disabilities, literacy, computer instruction, and ESL*
✦Two Keynote Speakers: *Dr. William Daggett and Dr. Emma Rhodes*
✦KAACE/Exhibitor Reception with line dancing
✦Awards Luncheon
✦Special Bluegrass Events and Tours before and after conference
✦Publishers Exhibits and Silent Auction
✦Video Show of conference activities and closing door prizes

Registration Fees:

DAEL Funded Provider:	**$50 KAACE member**
	$65 nonmember
All others:	$85 fee if registered **before** August 15
	$125 **after** August 15
	$50 one day only (includes any meals)

See Y'all this Fall!

Registration deadline: August 15

For more information, contact the Center at 502-564-4062
Cabinet for Workforce Development
Printed with Federal Funds
Equal Education and Employment Opportunities M/F/D

KENTUCKY DEPARTMENT
FOR ADULT EDUCATION AND LITERACY
1049 US 127 SOUTH SUITES 3 AND 4
FRANKFORT KY 40601

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Lexington, KY

Taking the Lead in Lifelong Learning

SAVE THESE DATES!

Department for Adult Education and Literacy
and
Kentucky Association for Adult & Continuing Education

jointly present

TAKING THE LEAD

IN LIFELONG LEARNING

DAEL/KAACE
1995 Fall Conference

Hyatt/Radisson Hotels
Lexington, KY

September 27-29, 1995

Equal Education and Employment Opportunities M/F/D
-Printed with Federal Funds-

Kentucky DAEL/KAACE Conference

Hosted by
Kentucky Department for Adult Education and Literacy/Workforce Development Cabinet
Kentucky Association for Adult and Continuing Education

Sept. 27, 28, & 29, 1995
Hyatt Regency and Radisson Hotels
Lexington, Kentucky

Call for Presentations

Adult Education:
Taking the Lead in Life-long Learning

Presenter(s): Please submit all information on separate sheet.
Organization:
Address:
City: State: Zip:
Phone: Fax: Email:
Presentation title:
Presentation format:

- ☐ Concurrent session (75 minutes)
- ☐ Breakfast Roundtable (45 minutes)
- ☐ Workshop (2 - 3 hours)

Presentation abstract (limit 50 words):

Presentation main points (what you want your audience to learn) :

Mail submissions to: Deadline: January 20, 1995

Art Dietz/Carolyn Isley
Adult and Continuing Education
3670 Wheeler Avenue
Louisville, KY 40215
(502) 473-3400 Art ; (502) 564-5117 Carolyn

Send email submissions or requests for additional information to David Collings at collings@pipeline.com

Equal Education and Employment Opportunities M/F/D

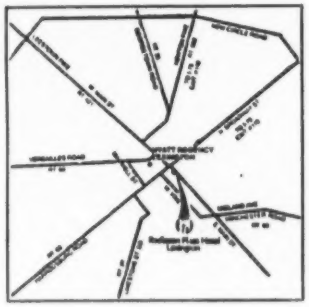
Hotel Accommodations

You are responsible for making your own hotel accommodations at the Hyatt Regency (conference headquarters), 606-253-1234; or Radisson, 606-231-9000. A block of rooms has been reserved under the name of the *Department for Adult Education and Literacy/KAACE Conference* to receive the following special rates. **If you have a tax exempt number, you must bring your TAX EXEMPT FORM with you; otherwise, you will have to pay the additional 6 percent.**

The following room rates are available through August 28, 1995:

Hotels	Single	Double	Triple	Quad
Hyatt	$77	$77	$77	$77
Radisson	$79	$79	$79	$79

The hotel will send you a room confirmation.



Cabinet for Workforce Development
Equal Education and Employment Opportunities M/F/D
Printed with Federal Funds

Center for Adult Education and Literacy
1049 U.S. 127 South, Suite 4
Frankfort, KY 40601

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Lexington, KY

Taking the Lead in Lifelong Learning

Sponsored by:

The Kentucky Department for Adult Education and Literacy

and

The Kentucky Association for Adult and Continuing Education

September 27-29, 1995
Hyatt Regency and Radisson Hotels
Lexington, Kentucky

ADULT EDUCATION
CHANGING LIVES

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The Kentucky Department for Adult Education and Literacy (DAEL) and the Kentucky Association for Adult and Continuing Education (KAACE) are pleased to present the 1995 State Adult Education Conference in Lexington. The conference will offer varied learning experiences for professional and personal development.

PRECONFERENCE WORKSHOPS are available on

Wednesday morning before the conference starts. Preregistration is necessary. Please indicate on the registration form events you wish to attend. You will not be able to register onsite for these sessions. They are as follows:

A. **Storyboarding - McNellis Company, New Brighton, Pennsylvania** . . . *Experience storyboarding through a process which builds innovation, speed, concensus, and commitment into group planning.*

B. **Conflict Resolution - Ann Delehant, Pittsford, New York** . . . *Learn how to make decisions and experience a variety of intervention strategies for resolving conflicts.*

C. **Preparing the Adult Learner for the Workplace of the 21st Century - Bill Daggett, Schenectady, New York** . . . *which workers of the 21st Century will [illegible] are different than skills taught in [illegible]*

D. **Workplace Literacy - Dr. Larry [illegible]** *Explore national trends in [illegible] finding [illegible]*

E. **Integrated Family Literacy - Connie Bro[illegible]** *Framework for integrating adult [illegible] life skills, and parent-child interaction.*

F. **Keeping Your Sanity and Your Produ[illegible] Organization - Dr. Ed Ball, Professional [illegible] Frankfort** . . . *Learn to manage your time more [illegible]*

G. **DAEL Volunteer Tutor Trainer Update - Kathy [illegible], Laurel County Literacy Program, London** . . . *Meet your [illegible] requirements; learn to use the new training and Tu[illegible]*

H. **Workplace in the Resource Center - Ann Nichol[illegible] South Carolina** . . . *Learn to use resource materials in wo[illegible] skills training.*

SPECIAL EVENTS are available *before and after* the conference

for your pleasure and enjoyment. Please ✓ on the registration [illegible] events you wish to attend. These are to be paid in advance and are refundable only if the tour is cancelled; state/federal money cannot be used to pay for these activities. A minimum of 20 persons must register for tour or tour will be cancelled.

REGISTRATION fee includes all scheduled meals, breaks, activities, and registration materials. Confirmation notice will be sent upon receipt of registration form and fees. Onsite registration must be paid by check. No purchase orders accepted.

CANCELLATIONS must be made prior to September 1, 1995, for a full refund. After this date, no refunds will be granted.

REGISTRATION / INVOICE

DAEL/KAACE 1995 Fall Conference

September 27-29, 1995

Please type or print

Name_____

Preferred Name for Badge_____

Program/County_____

Address_____

City/State/Zip_____

Telephone (h)_____

☐ I would like [illegible]

Conference [illegible] Please ✓ all that apply

DAEL [illegible] registration fees are funded with federal staff [illegible] Education Act for DAEL funded providers.

[illegible]ers are:

[illegible] member registration

[illegible]ACE member fee includes one year membership

[illegible]on. Please circle: A B C D E F G H

[illegible] DAEL funded program, you are also welcome to [illegible]stration fees for nonDAEL funded programs are:

☐ [illegible] Preconference session. Please circle: A B C D E F G H

☐ [illegible] One day rate. Please circle: Wed. Thurs. Fri.

Extra Tickets (for spouses/guests not registered)

☐ KAACE Re[illegible] @ $10 each = $ _____

☐ Thursday's [illegible]on @ $18 each = $ _____

I will ☐ will not ☐ attend [illegible]ore/KAACE reception.

I will ☐ will not ☐ attend Thursday's luncheon.

Special Events/Tours

☐ $ 20 Toyota/Carolina Pottery Tour, Tuesday, September 26, 1:00-4:00 p.m.

☐ $ 25 Historic Tour, Friday, September 29, 12:45-4:45 p.m.

☐ $ 10 *Run for Literacy*, Saturday, September 30, 8:30 a.m. Joseph Beth Book Store

☐ $ 40 Shakertown Tour, Saturday, September 30, 10:30 a.m.-3:15 p.m.

$_____ GRAND TOTAL

Special Needs ☐ Vegetarian ☐ Diabetic ☐ Other Accommodations _____

✉ Make check payable to KAACE. Mail to Wanda Propes, Center for Adult Education and Literacy, 1049 U.S. 127 South, Suite 4, Frankfort, KY 40601. **Deadline August 28, 1995.**

"TAKING THE LEAD IN LIFELONG LEARNING" CONFERENCE SCHEDULE

Wednesday, September 27, 1995

7:30 a.m.	-5:00 p.m.	Conference Registration
8:30 a.m.	-11:30 a.m.	Preconference Workshops
		Lunch on your own
12:15 p.m.	-1:45 p.m.	**Opening General Session** (Radisson) *Keynote Speaker: Dr. William Daggett*
2:00 p.m.	-3:15 p.m.	Concurrent Sessions
3:15 p.m.	-3:30 p.m.	Coffee/Soft Drink Break *Sponsor: KET*
3:30 p.m.	-4:45 p.m.	Concurrent Sessions
2:00 p.m.	-5:00 p.m.	Workshops
5:30 p.m.	-7:30 p.m.	Exhibitors and KAACE Reception
		Silent Auction and Line Dancing

Thursday, September 28, 1995

7:30 a.m.	-8:30 a.m.	Continental Breakfast
7:30 a.m.	-5:00 p.m.	Conference Registration
8:30 a.m.	-9:45 a.m.	Concurrent Sessions
8:30 a.m.	-11:30 a.m.	Workshops
10:00 a.m.	-11:30 a.m.	Concurrent Sessions
11:45 a.m.	-1:45 p.m.	**Awards Luncheon** (Heritage Hall) *Keynote Speaker: Dr. Emma Rhodes*
2:00 p.m.	-3:15 p.m.	Concurrent Sessions
3:15 p.m.	-3:30 p.m.	Coffee/Soft Drink Break *Sponsor: KAACE*
3:30 p.m.	-5:00 p.m.	Concurrent Sessions
2:00 p.m.	-5:00 p.m.	Workshops
		Dinner on your own
8:00 p.m.	-9:30 p.m.	Interaction Theatre

Friday, September 29, 1995

7:30 a.m.	-8:30 a.m.	Continental Breakfast
8:30 a.m.	-10:00 a.m.	Concurrent Sessions
10:30 a.m.	-11:45 a.m.	Special Closing Session (Hyatt) "Movies, Popcorn, and Prizes"

Total Preconference Hours: 3
DAEL Total Training Hours: 6-12
Department of Education Hours: 6-18

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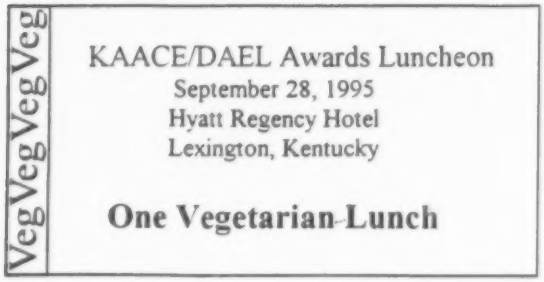
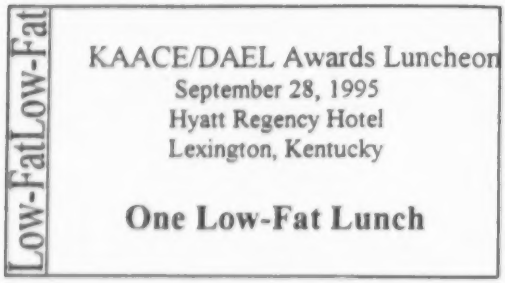
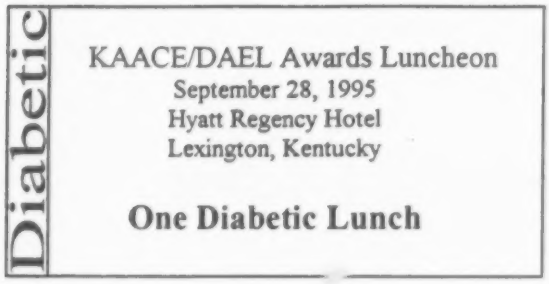
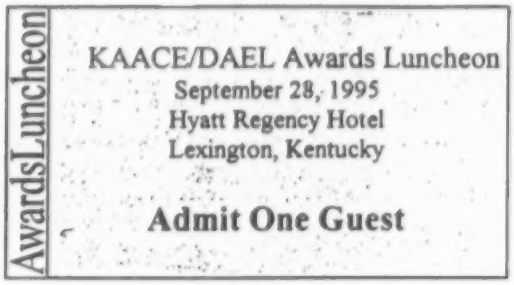
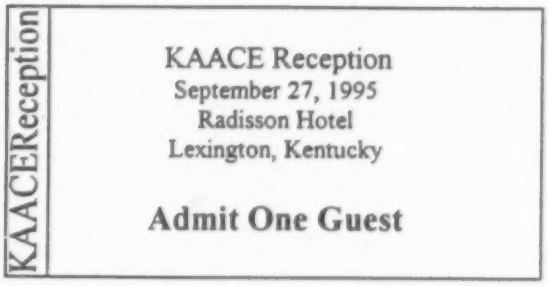
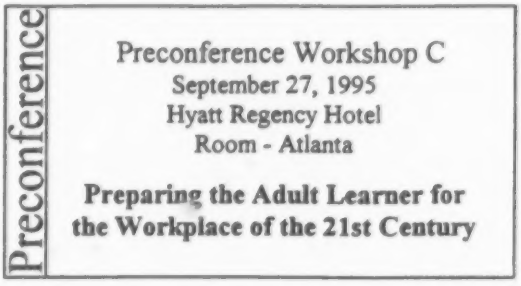

VegVegVegVeg
KAACE/DAEL Awards Luncheon
September 28, 1995
Hyatt Regency Hotel
Lexington, Kentucky
One Vegetarian Lunch

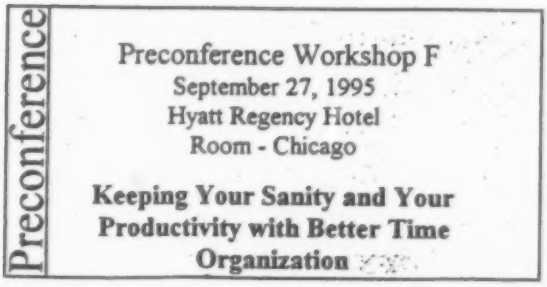

Low-FatLow-Fat
KAACE/DAEL Awards Luncheon
September 28, 1995
Hyatt Regency Hotel
Lexington, Kentucky
One Low-Fat Lunch

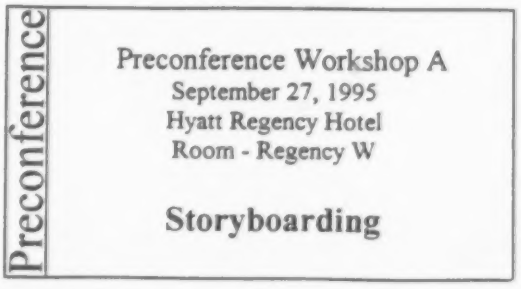

Diabetic
KAACE/DAEL Awards Luncheon
September 28, 1995
Hyatt Regency Hotel
Lexington, Kentucky
One Diabetic Lunch


AwardsLuncheon
KAACE/DAEL Awards Luncheon
September 28, 1995
Hyatt Regency Hotel
Lexington, Kentucky
Admit One Guest


KAACEReception
KAACE Reception
September 27, 1995
Radisson Hotel
Lexington, Kentucky
Admit One Guest


Preconference
Preconference Workshop C
September 27, 1995
Hyatt Regency Hotel
Room - Atlanta
Preparing the Adult Learner for the Workplace of the 21st Century


Preconference
Preconference Workshop F
September 27, 1995
Hyatt Regency Hotel
Room - Chicago
Keeping Your Sanity and Your Productivity with Better Time Organization


Preconference
Preconference Workshop A
September 27, 1995
Hyatt Regency Hotel
Room - Regency W
Storyboarding

References

Cope, J.L. (1985). Develping a Planning Process for Large Conferences. New Directions for Continuing Education, n28, p 3-21.

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Tibbitts, T.R., Kutney, M., Hjemphill, D., and Jones, E. (1991). The Delivery and Content of Training for Adult Education Teachers and Volunteer Instructors. Washington, DC: Pelavin Associates, Inc.

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KEYS TO OUR FUTURE